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# CATALOG AND STUDENT HANDBOOK 2012-2013

Pensacola State College is accredited by the  
Commission on Colleges of the Southern Association of Colleges and Schools  
to award associate and baccalaureate degrees. Contact the Commission on Colleges  
at 1866 Southern Lane, Decatur, Georgia 30033-4097  
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ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES

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## PENSACOLA STATE COLLEGE

An Equal Access/Equal Opportunity Institution  
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(888) 897-3605



## WELCOME MESSAGE

Welcome to Pensacola State College. Whether you have already decided on a program of study or are still considering your options, you will find that our college has award-winning faculty and staff who place as their highest priority promoting student academic and career success. Research tells us that students who transfer to other institutions after completing their work at Pensacola State College do as well as, and often better than, students who begin their studies at a university. Additionally, our career program graduates consistently find success in their fields.

Our faculty places the highest priority on student success. In fact, student success is our central theme on all campuses and in all departments from Student Services to Financial Aid to the Pensacola State College Foundation Universal Scholarship fund. Tutors are available in most subjects, and students with documented disabilities may arrange for support services. Smaller class sizes offer faculty the opportunity to provide a level of personalized instruction that cannot be found at larger institutions. At Pensacola State, we keep our tuition low and our values high because we believe financial need should never keep someone from receiving a quality education and the promise of a bright future.

Pensacola State College ranks in the top one hundred in the nation in the number of associate degrees awarded. Our college is continuously building a stronger Pensacola region by recognizing and responding to the needs of the people we serve. Our corporate and professional training, adult and secondary education programs, technical and career programs, university transfer associate degrees, bachelor degree programs, and community outreach are examples of our commitment to offering award-winning comprehensive programs and services to the communities we serve.

Pensacola State's dedication to our community's needs is also evident in the expansion of our physical presence in Escambia and Santa Rosa Counties. Our South Santa Rosa Center as well as our Century Center opened in January, 2012. In addition, continuous expansion of Pensacola State College's eLearning options makes many of our superb educational offerings available worldwide.

Making the decision to attend college is a big step for students of any age, but it is a great step in the right direction. Pensacola State College's educational experiences will set the groundwork for your future. We invite you to visit one of our campuses or explore your opportunities on our website. Our faculty and staff look forward to helping you achieve your educational goals at Pensacola State College.

Sincerely,



Edward Meadows  
President



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## **NOTICE REGARDING CHANGES TO POLICIES**

The provisions of this publication are not to be construed as a contract between the student and Pensacola State College. The College reserves the right to change any provision or requirement when such action becomes necessary. Students are advised to work closely with the counselors/advisors to verify the appropriateness of the courses for which they register.

Students are expected to become familiar with all rules and regulations of the college, including official announcements listed in the Class Schedule Booklet. Students will be held responsible for the observance of all rules and regulations.

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## **EQUAL ACCESS/EQUAL OPPORTUNITY**

Without regard to race, color, sex, creed, age, religion, marital status, national origin, or disability, Pensacola State College commits to the following:

1. Pensacola State College is an equal access/equal opportunity employer and shall recruit, employ, evaluate, assign, promote, or dismiss employees in compliance with all federal and state legislation pertaining to non-discrimination.
2. The College shall provide equal educational opportunities to prospective and enrolled students to include recruitment, admission, programs and activities, facilities, counseling and testing, financial assistance, evaluation, dismissal, graduation, and placement.
3. The equal opportunity principle applies to students, applicants for admission, applicants for employment, employees, veterans, and otherwise qualified disabled persons with regard to employment, the delivery of educational programs and services, and all other appropriate areas in which the college is involved.
4. The College prohibits racial, ethnic, religious, physical, and sexual harassment of its employees and students. Furthermore, the college prohibits discrimination and retaliation of any kind, including discrimination based on sexual orientation or genetic information, and discrimination based upon religion, while assuring reasonable accommodation of religious observances, practices, and beliefs of individual students and employees in regard to admission, class attendance, scheduling of examinations, and work assignments.

Pensacola State College is in compliance with the Americans with Disabilities Act of 1990, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Genetic Nondiscrimination Information Act (GINA) of 2008.

Inquiries or complaints may be addressed to Dr. Gael Frazer, Associate Vice President, Institutional Diversity, at (850) 484-1759, Pensacola campus, Administration Building 7, room 705.

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# THE COLLEGE

## MISSION STATEMENT

Pensacola State College, under the governance of a local Board of Trustees, is one of twenty eight public colleges in the Florida College System committed to affordable, open access to educational opportunities. The college offers associate and baccalaureate degrees, career oriented certificates, college prep, adult education, GED prep, and standard high school diplomas. In addition, the college provides specialized business and industry training, recreation and leisure courses, and community outreach and services. Pensacola State College is dedicated to maximizing educational opportunities, through a variety of delivery methods that develop the academic, career, personal, and aesthetic capabilities of individuals for the benefit of themselves and the global community.

## VISION STATEMENT

The vision of Pensacola State College is to be the premier state college in the region. Transitioning to state college status in the Florida College System is essential to responding effectively to local, regional, state, national, and global educational and employment opportunities and demands. We will strategically contribute to the region's long-term intellectual and economic potential through innovative and affordable means to maximize student success and workforce productivity.

As a state college, we will further enhance our reputation and image as an institution of higher education that promotes and develops all students intellectually, socially, and culturally, propelling them to succeed within the global community.

## COLLEGE INSTITUTIONAL PRIORITIES

1. Enhance internal and external partnerships to further develop capabilities to better serve students and the community.
2. Invest in people by
  - Improving evaluation processes and professional development opportunities
  - Improving reward and recognition systems
  - Formally celebrating achievement and productivity
3. Enhance the quality of instructional programs and services by
  - Improving student learning
  - Improving student retention
  - Improving student completion of educational career goals
  - Improving satisfaction in all aspects of the student experience at Pensacola State College
4. Develop systems and processes for continuous improvement and quality enhancement.
5. Assure that existing and developing technologies are fully and effectively applied to the advancement of the instructional, student support, and administrative functions of the college.
6. Seek new financial resources for the college and college foundations to maximize financial assistance for students and also assure the long-term health of Pensacola State college.
7. Ensure that existing resources are effectively utilized through improved efficiencies.
8. Redesign existing facilities and acquire resources to construct new facilities to better support learning and to better meet the changing demographics of the college service area.
9. Seek increased diversity and promote a campus climate where the principles of affirmative action, equal opportunity, and multiculturalism are truly valued.
10. Enhance and develop Continuing Workforce Education (CWE) programs, continuing education, and other non-credit programs.
11. Increase student and client satisfaction by focusing on customer service, campus safety, campus beautification, use of technology, program evaluation, program development, and institutional effectiveness processes.
12. Market the college and programs of the college through current and emerging media conduits.

13. Increase access of services and programs to residents of the college service area.
14. Improve communication between faculty, staff, students, and the general public.
15. Continue to enhance the college's commitment to creating opportunity for success in atmosphere of concern, respect, integrity, and responsibility for students, clients, and employees.

## PENSACOLA STATE COLLEGE DISTRICT

Pensacola State College serves Escambia and Santa Rosa counties in Florida and surrounding Alabama communities. Population of the two-county area is nearly 450,000. The area is best known for its sugar white beaches, historical significance, health care institutions, and military installations, which host the world famous Blue Angels flight demonstration team and the National Museum of Naval Aviation.

## FACULTY

Pensacola State College is proud of its highly qualified faculty. Typical preparation of the academic teacher consists of graduate work beyond the master's degree. Many faculty members hold doctorates. Vocational teachers are trained specialists whose thorough knowledge of the occupation comes from both formal study and career experience.

Recognizing that Pensacola State College students come primarily from the local community, the faculty is, nevertheless, drawn from across the nation and from more than one hundred colleges and universities to broaden the scope of instruction.

Pensacola State College faculty members hold positions on boards and commissions and belong to professional or scholarly organizations. Many are engaged in research and have authored articles, monographs, and textbooks.

In 1986, Pensacola State College established the Academy of Teaching Excellence to recognize outstanding faculty. Each year, five full-time teachers and one adjunct are inducted into the Academy, and one outstanding new faculty member is honored.

Pensacola State College faculty also benefit from a growing number of endowed teaching chairs that are supported by private contributions to provide travel and research opportunities beyond that which the college can fund.

## PENSACOLA STATE COLLEGE FOUNDATION, INC.

The Pensacola State College Foundation, Inc. is a private, non-profit corporation that has been established to encourage, solicit, receive and administer gifts and bequests of property and funds for benefit of the college and college activities. The Pensacola State College Foundation is administered by a board of governors made up of members of the community who have an interest in the college.

The Pensacola State College Foundation promotes the annual giving program of the college and solicits funds for various projects which the college cannot otherwise fund. In addition, donations are sought for scholarships and other worthwhile projects, which assist the college and its students.

As a tax-assisted institution, Pensacola State College cannot meet all needs with state and student support. The Pensacola State College Foundation assists in obtaining private support to supplement college budgets. The Pensacola State College Foundation is a 501(c)3 tax deductible non-profit corporation and a direct support organization chartered by the state of Florida to provide private support to the college.

The Board of Governors of the Pensacola State College Foundation meets quarterly and holds an annual meeting to elect new governors.

## HISTORY

### 1948 – 1954, Director James L. McCord

Pensacola State College began as Pensacola Junior College, Florida's first public junior college to be established under the Minimum Foundation Program law, in 1947. This law recommended that junior colleges become part of local school systems supported by government funding.

In this history narrative, the college will be referred to as Pensacola Junior College from 1948 to 2010 and thereafter as Pensacola State College.

With pioneer spirit, Pensacola High School Principal James L. McCord, Dean Jesse Barfield, and teacher Margaret Andrus completed the documents for a new junior college and wrote PJC's first college catalog.

James H. Allen, president of Florida Pulp and Paper Company, contributed two years' rent for a boarding house at the southeast corner of Palafox and Cervantes streets. Pensacola Junior College held its first class there on Sept. 13, 1948 with an enrollment of 136 students and James L. McCord as the first director.

Louis A. Ross, social science instructor, headed PJC's first basketball team in 1949 and the first baseball team in 1951. During 1949-50, the first student newspaper, *The Beachcomber*, and the first yearbook, *The Tide*, were introduced.

Due to increasing enrollment, the college moved one block south on Palafox Street to the former Pensacola High School facility in June 1953.

### 1954 – 1963, President Henry L. Ashmore

Henry L. Ashmore became Pensacola Junior College's first president in 1954. A well-known consultant in the field of teacher training, Ashmore held a doctorate from the University of Florida and served as the regional director for the National Association of Student Teaching.

In January 1955, the PJC Alumni Association was chartered and Joe Frosio, a 1950 graduate, was the first president.

On May 13, 1955, Florida Governor LeRoy Collins signed a bill appropriating \$1,243,000 to the college for building improvement.

The Pensacola Kiwanis Club had supported the bill and recommended a new campus location — the eighty acre Camp Franklin property on 9th Avenue, owned by the City of Pensacola and the Baars Estate.

Enrollment for 1955-56 totaled 1,147 students. The college faculty had expanded accordingly and the weekly employee newsletter, *Green & White*, was initiated in 1955 to facilitate internal communication. The name of the student newspaper changed from *The Beachcomber* to *The Corsair*.

Accreditation was granted by the Southern Association of Colleges and Secondary Schools in December 1956.

Students attended classes on the new 9th Avenue campus for the first time in September 1957.

In 1958, PJC began its second decade by introducing a two-year nursing program — the first of its kind in the Southeast. The nursing program began as a joint venture with Baptist Hospital.

Lyceum, PJC's cultural enrichment program, also began in 1958. Created by John T. Venettozzi, Fine Arts and Humanities chair, Lyceum brings nationally known speakers, musicians and artists to the college.

The Student Union for Good Government and Greek organizations emerged during the early 1960s. In 1960, Delta Chi Omega became PJC's first sorority and in 1961, Delta Kappa Alpha became the first fraternity. Instructional television came to PJC in 1961. Closed-circuit broadcasting to PJC classrooms and selected public schools began in 1962.

PJC became one of three colleges in the state to establish a dental hygiene program in 1962.

In 1963, President Ashmore accepted the presidency at Armstrong State College in Savannah, Georgia.



### 1964 – 1980, President T. Felton Harrison

On July 1, 1964, T. Felton Harrison assumed the presidency. He had served as dean of instruction at PJC since 1957.

In 1964, the new Center for Adult Studies became home to Adult High School and PJC's vocational and technical education programs.

The area's first planetarium open to the public and a dental health clinic were included in an addition to the Mary Ellison Baars Science Building in 1965.

Expansion continued in 1965 with the opening of a new Educational Television Building. Lauded as the finest facility of its kind in the South, the new ETV Building housed two large television studios for closed-circuit television and a television station.

In September 1967, WSRE-TV Channel 23 went on the air open-circuit, beaming enrichment and college credit programs to the community.

The PJC Foundation was incorporated on Nov. 1, 1965, with Crawford Rainwater as the first president.

President Harrison spearheaded the merger of PJC with Booker T. Washington Junior College (WJC) in 1965. WJC was the first black junior college built in Florida and had served the black community since 1949.

WJC President Garrett T. Wiggins joined the PJC administration as director of research. The merger brought approximately two-hundred black students to the PJC campus.

The Triple G Club was founded in 1968. It was later renamed the Black Student Union.

The Florida legislature passed a bill in 1968 changing authority over community colleges from local boards of advisors who reported to county school boards to local boards of trustees who reported to the State Board of Education.

PJC's former advisory committee became the District Board of Trustees, the governing body of the college. The district was defined as including Escambia and Santa Rosa counties.

Pensacola Junior College's first District Board of Trustees included James Lay, chairman, and members: Leonard Wolf, O.M. Carter, H.T. Woodruff, Mrs. E.J. Moore, Shelby Walter, Warren Briggs, Dr. S.W. Boyd, and Earle Bowden.

In 1971, PJC's Milton Center was created to better serve Santa Rosa County. Classes were held in the former Canal Street School in Downtown Milton with William H. Massey as the Milton Center's first director.

WSRE began broadcasting in color in 1971.

In 1973, PJC celebrated its silver anniversary and dedicated a new \$1 million Career Development Center that provided free services to more than 22,000 people each year.

Women were welcomed to varsity sports in 1974 and Joy DeSensi was hired part-time to coach the Lady Pirates basketball team.

In 1975, a \$1 million Learning Resources Center with state-of-the-art technology opened on the Pensacola campus.

A new campus in Warrington opened for classes on Aug. 22, 1977. The \$8 million facility was built on 164.7 acres donated by the U.S. Government. Gaspare Tamburello, the college's Veterans Affairs director and a retired U.S. Navy captain, was instrumental in acquiring this land.

John T. Venettozzi spearheaded the construction of the Warrington campus and became its first provost.

In February 1980, President Harrison announced plans for retirement.

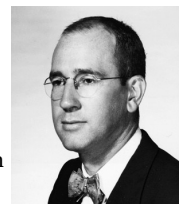
### 1980 – 1997, President Horace "Ed" Hartsell

Following a national search, Horace "Ed" Hartsell became Pensacola Junior College's third president in May 1980. Hartsell had been president of East Arkansas Community College in Forrest City.

Doug Worley, Dean of Personnel Affairs, was selected as director of the Milton Center in 1980 and named provost later that year.

In 1981, PJC began an academic honors program became the first featuring small classes and challenging material.

In December 1981, PJC opened a center at Naval Air Station Pensacola, offering daytime and evening classes to both military and civilian personnel. David Sutton served as NAS Center director from its inception through 2005.





A pristine 80-acre site along Highway 90 was purchased for the new Milton Center in 1982. Designed to preserve its natural environment, the Milton Center opened for classes in January 1985 and offered new programs in horticulture and wildlife ecology. Phase II was completed in 1986.

In 1984, J.C. Thedford became the first provost of the Pensacola campus. The following year, Thedford became provost of community programs and Richard Bedics became provost of the Pensacola campus.

In 1985, the Lady Pirates won the FCCAA State Basketball Championship and Coach Vicki Carson was named FCCAA Coach of the Year. Carson had been selected as the first full-time coach for women's basketball in 1980.

The Academy of Teaching Excellence was established in 1986 by Charles Atwell, executive vice president. Each year the Academy recognizes outstanding faculty who have exhibited excellence in teaching for a number of years.

In 1988, Coach Mary Bailey led the Lady Pirates slow-pitch softball team to the NJCAA Division I National Championship. Bailey had been softball coach since the Lady Pirates team formed in 1981.

In 1989, PJC opened a Downtown Center in the Blount Building, offering courses geared for working adults and the local business community. Continued growth prompted the move to a permanent, 4-story facility on West Garden Street in 1996.

PJC honored its first president by naming the extensively renovated Building 8 as the Henry L. Ashmore Fine Arts Center in May 1990. The 314-seat auditorium and adjoining classrooms were originally constructed during Ashmore's tenure.

The Baroco Center for Science and Advanced Technology was dedicated in October 1990. The 125,000-square-foot center provided the latest in science, math, computer science and advanced technology programs and houses a high-tech planetarium.

In 1993, PJC sports enjoyed a banner year with the Pirates winning two national championships. The Pirates basketball team, under Coach Bob Marlin, became the first Florida team to win the NJCAA Division I National Championship in basketball.

The Pirates golf team, under Coach Jim Donovan, won the NJCAA Division II National Championship that same year.

The Kugelman Center for Telecommunications opened in 1994 to house WSRE-TV. The \$7 million, 43,000-square-foot facility is home to the area's first digital television station.

The \$5 million LIFE Center sports complex at the Milton Center was dedicated in 1995.

President Hartsell and the District Board of Trustees began a program in 1995 to acquire land adjacent to the Pensacola campus for College expansion and growth.

PJC's Milton Center became the site for the University of Florida's West Florida Research and Education Center in 1996. Students earn bachelor's degrees in Natural Resource Conservation or Environmental Horticulture, taking all upper level courses locally.

In 1997, President Hartsell and the District Board of Trustees announced plans for an 80-foot bell tower on the Pensacola campus as part of PJC's 50th anniversary celebration. The carillon was named for M.J. Menge, a 1956 PJC graduate and the college's general counsel for thirty-one years.

The year 1997 also marked the beginning of PJC's fourth presidential search as President Hartsell began plans for retirement in 1998.

### 1998 – 2002, President Charles A. Atwell

Following a national search, Charles A. Atwell became Pensacola Junior College's fourth president. His inauguration coincided with PJC's 50th anniversary on Sept. 8, 1998. Atwell had served as the college's Executive Vice President since 1986.

Women's volleyball began in fall 1998 with Kim Hollon coaching. The next year, PJC alum Pete Pena took over as volleyball coach.

In December 1998, the PJC Foundation launched the college's first capital campaign. The lead gift of \$1 million from the Switzer and Reilly families established the Anna Lamar Switzer Center for Visual Arts. The campaign exceeded its goal, reaching more than \$5 million. Nearly 750 individuals, organizations and businesses participated in the fund drive, including more than 300 PJC faculty and staff.



PJC's first Endowed Teaching Chair, named in honor of Margaret Moore Nickelsen, was awarded to Lou Fazio, dental health professor, in 1999.

During 1999-2000, PJC served 30,742 students in both college credit and non-credit courses including those offered through dual enrollment at area high schools.

The Sandra and Grover Robinson III Honors Program began in August 2000 with forty two Robinson Scholars.

In fall 2000, a student ambassador program was initiated to help increase student recruitment and retention.

Construction for the Warrington campus Health Sciences Complex and the Anna Lamar Switzer Center for Visual Arts began in January 2001. The first Anna Lamar Switzer Endowed Teaching Chair was awarded to photography professor Warren Thompson.

In celebration of Community College Month 2001, PJC began a "Legends" program honoring employees who had served twenty five years or more.

On July 3, 2001, WSRE became the second public broadcaster in Florida to air a digital signal. The station initiated a capital campaign in 2002 with a goal of \$2 million to complete the digital conversion.

Former First Lady Barbara Bush visited PJC in February 2002 to help the Foundation launch the Universal Scholarship and Adult Literacy Fund.

The 2002 Pirates baseball team enjoyed renovated facilities and placed third in the State Baseball Tournament, setting a team record of 39 wins.

Between 2001-02 the Lady Pirates enjoyed great success. The volleyball team won the Panhandle Conference championship, the softball team was voted Academic Team of the Year in the Panhandle Conference, and Coach Vicki Carson earned her 400th win in women's basketball.

In 2002, the Anna Lamar Switzer Center for Visual Arts held a grand opening, and the Charles A. Atwell Health Sciences Complex was dedicated.

For the first time, the Foundation presented Governor Emeritus awards to Wayne Peacock and Jim Stohlanske in 2002.

President Atwell announced plans for retirement in 2002.

### 2002 – 2008, President G. Thomas Delaino

Following a national search, G. Thomas Delaino became Pensacola Junior College's fifth president on Sept. 18, 2002. Delaino had served as Senior Vice President and Vice President of Planning and Administration at the college since 1993.

In 2003, Gael Frazer became the first associate vice president for Institutional Diversity.

The Pirate baseball team won the State Championship and Coach Bill Hamilton was named Coach of the Year in May 2004. This was the first state title for Pirates baseball since it began in 1951.

Category Three Hurricane Ivan devastated the area in September 2004, leaving more than \$10 million in damage to the college's three campuses, Downtown Center, and NAS Center.

U.S. President George W. Bush held a town hall meeting at the college in March 2005.

Lady Pirates' basketball coach Vicki Carson won her 500th game in January 2005. At the end of the season, Carson retired from twenty five years of coaching with 515 wins, the most wins in FCCAA history. Chanda Rigby was named new head coach for women's basketball. In February 2005, the Garrett T. Wiggins Student Affairs Complex was dedicated in honor of Wiggins, who was president of Booker T. Washington Junior College when it merged with PJC in 1965. In March 2005, the 16,257 square-foot Jean and Paul Amos Performance Studio was dedicated with several Public Broadcasting celebrities attending the weekend event at WSRE.

A new student literary magazine, *Issue*, debuted in June 2005 with Marzia Accardo as the first editor.

*Green & White*, the official internal weekly newsletter established in 1955, went to solely electronic publications with the July 18, 2005 issue.

Beginning August 2005, PJC's academic calendar changed to three full semesters — fall, spring, and summer — with each offering four sessions with different starting and/or ending dates.

PJC participated in the first nation-wide observation of Constitution Day on Sept. 22, 2005, with speakers and free copies of the U.S. Constitution.



The Foundation celebrated its fortieth Anniversary in 2005 by honoring the six visionary businessmen who launched it in 1965 — Crawford Rainwater Sr., E.W. Hopkins, M.J. Menge, Warren Briggs Sr., Howard Rein, and Gaspare Tamburello.

Partnering with Habitat for Humanity, the college began a carpentry program in May 2006, giving students experience by building local Habitat homes.

The 2006 FCCAA Hall of Fame inducted Ken McAferty, the college's brain bowl coach for twenty three years, and Vicki Carson, women's basketball coach for twenty five years.

The 2007 FCCAA Basketball Coaches Hall of Fame inducted Vicki Carson; Bob Marlin, former men's basketball coach; and Mike Gilbert, long-time scorekeeper.

All-College Day was launched Feb. 2, 2007, with all faculty and staff participating in professional development workshops.

Retired President Ed Hartsell was honored with the dedication of the newly renovated Hartsell Basketball Arena on Feb. 21, 2007.

*The Corsair* student newspaper won the national Pacemaker Award for the first time for its online version, *eCorsair*, in 2007.

Harvard University medical faculty conducted a three-day seminar at PJC's Mary Ekdahl Smart Center for Patient Simulation Training and Research on the Warrington campus in May 2007.

President Tom Delaino was honored for outstanding leadership in the community with the PACE Pioneer Award in February 2008.

Milton Center sponsored its twentieth Forestry Conclave and Lumberjack Festival in February 2008.

President Delaino retired in May 2008.

## 2008 – Present, President C. Edward Meadows

Following a national search, C. Edward "Ed" Meadows was selected as Pensacola Junior College's sixth president and began leading the college in June 2008. Meadows previously had been president of Lurleen B. Wallace Community College in Alabama.

NASA astronaut and PJC alum Alan Poindexter took a specially minted, gold PJC medallion with him on a 5.3 million-mile *Atlantis* space shuttle mission in February 2008. In June, he presented the medallion to President Meadows and College officials at a Pensacola campus ceremony open to the public.

Sept. 8, 2008, marked the sixtieth anniversary of Pensacola Junior College. Celebratory events included cake cutting ceremonies on each campus and an outdoor, evening concert directed by Don Snowden, longtime Music and Theatre Department Head.

In October 2008, *The Corsair* captured the General Excellence Award for Florida community college papers for the fifteenth time in eighteen years.

PJC's nursing program received full accreditation from the National League for Nursing and Accrediting Commission in 2008.

The Practical Nursing Program ranked number one out of all 1,036 programs across the nation, for the period of April through September 2008.

In 2008, PJC partnered with the Pensacola Area Chamber of Commerce to open the Center for Innovation and Entrepreneurship at the Downtown Center. This incubator program provides a supportive environment to new business startup for high technology and virtual entrepreneurs.

The SkillsUSA student organization was chartered and began hosting the regional secondary and post secondary skills competitions in 2008.

In November 2008, the college Board of Trustees unanimously voted to pursue the offering of baccalaureate degrees.

PJC's nationally recognized Smart Simulation Center was designated as a Center of Educational Excellence by Laerdal Medical Corp in December 2008. PJC is only the second community college in the country to receive this distinction.

In 2008, the District Board of Trustees revised the official College colors of green and white to green, white and blue. The PJC mascot logo also was revised to a pirate profile designed by



PJC alum Brett Swanson, son of Paul Swanson, longtime men's basketball coach.

In April 2009, the Milton Center entry road was renamed Worley Boulevard in honor of Douglas Worley, the Center's first provost.

Lady Pirate softball players christened their new field on the Pensacola campus with double header wins, April 22, 2009. From its beginning in 1981, the softball team had played all home games at the Milton Center.

In August 2009, the Edward M. Chadbourne Library was dedicated after a \$9 million renovation and expansion. The spacious facility was named in honor of Chadbourne, a PJC alum, who through the Chadbourne Foundation gifted more than \$1.2 million for student scholarships.

During the September 2009 investiture ceremony for President Ed Meadows, the District Board of Trustees named all previous Pensacola Junior College presidents as Presidents Emeriti: Henry L. Ashmore, T. Felton Harrison, Horace "Ed" Hartsell, Charles A. Atwell, and G. Thomas Delaino.

*G.I. Jobs* magazine and website named PJC as a Military Friendly College in 2009 for its benefits to veterans and active duty military.

In December 2009, the Hobbs Center for Teaching Excellence was dedicated on the Pensacola campus. During the ceremony, Pensacola Junior College President Ed Meadows and University of West Florida President Judy Bense signed a partnership allowing UWF students to join PJC students in benefitting from the high-tech facility. The Hobbs Center, created through a \$1 million gift in October 2007, benefits Adult High School and Secondary Education students as well as students taking College-credit classes to become teachers.

In January 2010, the District Board of Trustees approved the renaming of Adult High School to Collegiate High School to better reflect its purpose.

In Spring 2010, PJC was named to the President's Higher Education Community Service Honor Roll. It was one of only four Florida community colleges honored with this national recognition.

WSRE, PBS for the Gulf Coast, won a Bronze Telly Award and a People's Telly Award in 2010 for its original documentary, "Gulf Islands National Seashore: The Treasure of the Gulf Coast," narrated by renowned documentarian Ken Burns.

Athletic Director and Head Baseball Coach Bill Hamilton was inducted into the NJCAA Hall of Fame in May 2010. In twenty three seasons, with twenty at PJC, Hamilton amassed 702 career wins, the most wins in the college's history.

Astronomy professor Wayne Wooten received the National Astronomical League Award, the highest award in amateur astronomy in June 2010.

In 2010, the college received approval from the Florida State Board of Education and from the Southern Association of Colleges and Schools/Commission on Colleges to offer baccalaureate degree programs: Bachelor of Science in Nursing and Bachelor of Applied Science in Administration and Supervision. Classes began for both programs in January 2011.

On July 1, 2010, the college name officially changed from Pensacola Junior College to Pensacola State College to reflect its expanded mission.

The college broke ground in July 2010 for its \$9.4 million South Santa Rosa Center, becoming the first College building to be constructed as a certified Leadership in Energy and Environmental Design (LEED) building.

In 2010, the Milton Center was elevated to Milton Campus status by the State Board of Education.

In March 2011, the Lady Pirates basketball team, coached by Chanda Rigby, ended a 35-1 season with thirty-four straight wins. The Lady Pirates won the FCCAA State Championship for the first time since 1985, the Panhandle Conference Championship for the first time since 1994, and returned from the National Junior College Athletic Association finals, ranked number three in the nation. Coach Rigby was named Panhandle Conference and FCCAA Coach of the Year.

In 2011, President Meadows initiated the first President's Leadership Institute, a rigorous, year-long professional development program open to college employees.

From its modest beginnings in 1948, Pensacola State College has grown into a premier, student-friendly College that competes with the best.

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# ACADEMIC AND STUDENT SERVICES

## CENTER FOR ADVISING & CAREER SERVICES

Pensacola State College offers academic advising, career advising, and educational planning for students. Advisors are available on all campuses:

Pensacola Campus Advising Center  
Building 5, Room 508  
(850) 484-1630

Warrington Campus Student Services Office  
Building 3600, Room 3615L  
(850) 484-2270

Milton Campus Student Services Office  
Building 4200, Room 4202  
(850) 484-4410

Century Center  
(850) 471-4622

South Santa Rosa Center  
(850) 471-4630

Advisors help students with program planning, course selection, and graduation or transfer requirements. All new students should schedule an orientation session or complete the online orientation at [www.pensacolastate.edu](http://www.pensacolastate.edu). Specialized academic advising is available in the various academic departments at Pensacola State College. Students who are pursuing an associate in science, associate of applied science, or a certificate program may receive advising through the appropriate department head or program director.

Students may obtain degree audits through their Spyglass records on the website at [www.pensacolastate.edu](http://www.pensacolastate.edu). Students may also access degree audits via the statewide computerized advising system at [www.FACTS.org](http://www.FACTS.org), which helps students understand program requirements at all Florida public colleges and universities, course options, and other important advising information.

## INTERNATIONAL STUDENTS (F-1 VISA HOLDERS)

Citizens of other countries interested in obtaining the F-1 Student Visa to attend Pensacola State College should contact the Registrar's Office and submit the International Student Application, available at [www.pensacolastate.edu](http://www.pensacolastate.edu).

The College Registrar serves as the Designated School Official for Immigration, which handles issues related to the admissions and enrollment of international students. A member of the Pensacola Campus Advising Center serves as the advisor for F-1 visa holders and has the responsibility of advising international students regarding their academic goals and assisting with special needs.

Students whose native language is not English have the benefit of enrolling in reading and writing courses to assist the student's speaking and composition skills. These courses are available through non-credit and developmental instruction. The international student advisor will assist students in appropriate course placement.

## STUDENT JOB SERVICES AND COOPERATIVE EDUCATION

Student Job Services assists Pensacola State College students and alumni with their employment needs and offers Cooperative Education opportunities to qualifying students. Employers can use Pensacola State College Works On-Line to post jobs and search for qualified applicants.

### Job Placement

Employment assistance is provided to all students and graduates. Full-time and part-time jobs are listed at [www.pensacolastate.edu/sjs](http://www.pensacolastate.edu/sjs). Pensacola State Works Online allows students and graduates to search for jobs and post resumes and allows employers to contact applicants. Student Job Services assists students in creating resumes, preparing for job interviews, and developing employability and work effectiveness skills. Students should contact Student Job Services, Building 5, Room 508 on the Pensacola campus; or call (850) 484-1654 for more information. Students should update their online student profile each term and immediately preceding graduation.

### Cooperative Education

The Cooperative Education program is a planned, paid work experience in which students are employed in jobs directly related to their fields of study. The program offers both alternating and parallel work schedules. In the alternating schedule, the student works full-time one term and is enrolled in classes full-time the following term. In the parallel schedule, the student is enrolled in classes and works part-time each term.

The program offers academic or vocational credits for each term worked. Students must maintain a 2.5 GPA throughout their cooperative education experience. Each student must complete certain requirements before being sent on job interviews and must also complete specific objectives related to his/her program for each term of employment. These requirements will ensure that students participate in real life occupational experiences, which will enhance their education through individualized, on-the-job situations.

The cooperative education program unites the College, the student, and the employer to provide each student with a well-rounded education and offers experience for the job market. Students should contact the Cooperative Education Office, Building 5, Room 508 on the Pensacola Campus; or call (850) 484-1654 for more information.

Complete details on job placement and cooperative education services may be found at [www.pensacolastate.edu/sjs](http://www.pensacolastate.edu/sjs).

## LIBRARY

The mission of the Pensacola State College libraries is to promote the curriculum, goals, and initiatives of the College by providing access to traditional and digital information resources, reference assistance, instruction, library services, and state-of-the-art technology for students, faculty, staff, and community patrons.

The library on each campus houses books, media, magazines, and computers. Each library provides a comprehensive program of web-based learning resources and services including the on-line book catalog, e-books, and full text magazine articles on the library website: [www.library.pensacolastate.edu](http://www.library.pensacolastate.edu). The Pensacola State College photo ID is required to access some of the web-based resources.

Each library provides reference assistance, workshops, interlibrary loan, and access to photocopy machines and computers. The libraries offer two college credit courses: CGS1050 Electronic Access to Information and LIS 1004 Introduction to Internet Research. All libraries house materials for Pensacola State College distance learning courses. The Chadbourne Library, located on the Pensacola Campus, maintains a collection of descriptive videos for the hearing impaired. The computers are equipped for visually impaired students, and the library website is ADA compliant.

**Regular Library Hours\***

Days	Times	Campus
Monday	7:30 AM – 8:30 PM	All Campuses
Tuesday	7:30 AM – 8:30 PM	All Campuses
Wednesday	7:30 AM – 8:30 PM	Pensacola
Wednesday	7:30 AM – 4:00 PM	Milton / Warrington
Thursday	7:30 AM – 8:30 PM	All Campuses
Friday	7:30 AM – 4:00 PM	All Campuses
Saturday	CLOSED	All Campuses
Sunday	1:00 PM – 5:00 PM	Pensacola
Sunday	CLOSED	Milton/ Warrington

**Summer Library Hours\***

Days	Times	Campus
Monday	7:00 AM – 8:30 PM	All Campuses
Tuesday	7:00 AM – 8:30 PM	All Campuses
Wednesday	7:00 AM – 8:30 PM	Pensacola
Wednesday	7:00 AM – 5:00 PM	Milton / Warrington
Thursday	7:00 AM – 8:30 PM	All Campuses
Friday	CLOSED	All Campuses
Saturday	CLOSED	All Campuses
Sunday	1:00 PM – 5:00 PM	Pensacola
Sunday	CLOSED	Milton/ Warrington

\*For holiday closures and extended hours call (850) 484-2001. For hours at the South Santa Rosa Center call (850) 471-4630. For hours at the Century Center call (850) 471-4622.

**TESTING AND ASSESSMENT**

The Testing and Assessment Center administers a wide range of campus, state, and national examinations used in student counseling, course placement, research, certification, licensing, and awarding of college credits. The Testing and Assessment Center is located in the Student Services Building, Building 6, on the Pensacola Campus. Testing services are also available in the Student Services offices on the Milton campus, Warrington campus, Century Center, and South Santa Rosa Center.

The College Testing and Assessment Center administers the American College Test (ACT) and the Scholastic Aptitude Test (SAT) on nationally scheduled test dates. Information may be obtained from the Testing and Assessment Center, Building 6, Pensacola Campus or from Student Services offices on district campus sites or centers. Prospective students may obtain application packets from area school guidance offices.

Prospective students are encouraged to take the ACT or SAT examination and have the scores forwarded to Pensacola State College. ACT and SAT scores, if appropriate, will be recognized for placement purposes.

**Placement Testing and College Prep Instruction**

All degree seeking students applying for college for the first time must complete placement testing prior to registration. A college admissions application must be on file with the Admissions Office prior to taking the Florida Postsecondary Education Readiness Test (PERT).

All students wishing to enroll in college credit English or mathematics courses must satisfy placement requirements. Transfer students may satisfy placement testing requirements through prior coursework. Special students and non-degree seeking students are subject to placement testing requirements if enrolling in writing emphasis courses or mathematics courses.

The Postsecondary Education Readiness Test (PERT) is given throughout the year on each campus. An examination schedule may be obtained in Student Services or Testing and Assessment offices. Placement test scores are required before students are permitted to attend orientation/educational advising sessions, obtain course schedule approval, or register for courses. Questions regarding testing procedures may be directed to the Testing and Assessment Center, Advising Center, or Student Services offices. A valid picture identification is required to obtain test score information and to take any examination.

Students whose placement scores indicate a need for skill review should enroll in college preparatory courses in the first term of enrollment. Students required to take two or more college preparatory disciplines must enroll in SLS 1101 College Success even if the course does not satisfy a requirement for the intended degree. As a required course, SLS1101 College Success is included in the enrollment level calculation (full-time, three-quarter-time, half-time, less than half-time) for the awarding of Title IV (Pell, SEOG, CWS, and Direct Loans).

Students who test into college preparatory instruction must enroll in college preparatory courses by the time they have attempted 12 credit hours. The student must maintain continuous enrollment in at least one college preparatory course each semester until the requirements are completed. Other credit courses may be taken along with the preparatory course as long as the preparatory course is not a prerequisite for the credit course. For additional information about this state requirement, please contact an advisor.

**Test of Adult Basic Education**

Students enrolling in certificate programs may be required to undergo a skills assessment process using the Test of Adult Basic Education (TABE). The TABE assessment is conducted before enrollment or in the first six weeks of enrollment at district campus sites. Students must meet required skill levels in mathematics and/or communications before completion of the vocational program in which they are enrolled.

Students who have earned an associate or higher level degree are exempt from TABE requirements for the certificate programs. Students should contact the program director or department head for additional information about the requirements.

**General Educational Development (GED) Test**

Pensacola State College administers the General Educational Development examination. The GED examination is scheduled throughout the year. Applicants must meet specific eligibility requirements. Registration and fee payment are required before an appointment will be scheduled. Registration for GED may be completed at the Pensacola campus Testing and Assessment Center. All students must attend an orientation session. Upon successful completion of the GED examination, a high school diploma is issued by the State Department of Education.

**College Level Examination Program (CLEP)**

The College Level Examination Program (CLEP) is a nationally developed program for credit-by-examination. Credit may be granted for scores meeting the established criterion score on approved tests. Examination fees are established by the College Board. CLEP application information is available in the college Testing and Assessment Center on the Pensacola campus. Students should consult with a counselor regarding their education plan prior to taking a CLEP examination. Credit awarded for the CLEP test is determined by the state Board of Education.

**Florida Comprehensive Assessment Test (FCAT)**

The Florida Comprehensive Assessment Test (FCAT) is a required examination for students to earn a high school diploma from the state of Florida. The FCAT is administered four times a year on dates established by the state. Pensacola State College Collegiate High School students must register for the examination in the Counseling office at the Collegiate High School.

**College Level Academic Skills Test (CLAST)**

The Florida Legislature repealed the requirement for the College Level Academic Skills Test (CLAST) effective June 30, 2009.



## TUTORING SERVICES

### Math Lab

The Math labs are located at the Pensacola, Milton, and Warrington campuses and offer free math tutoring to all Pensacola State College students currently enrolled in college preparatory or college level courses. No appointment is necessary. Services include tutoring in all math and math-related courses, instruction for using graphing and scientific calculators, study tips and test-taking strategies, textbooks and solution manuals for most Pensacola State College math courses, and computers with math tutorial software. The following are the locations and telephone numbers for each Math Lab: Pensacola campus, Building 1, Room 102, (850) 484-2003; Milton campus, Building 4200, Room 4213, (850) 484-4425 or 484-4420; Warrington campus, Building 3100, Room 3142D, (850) 484-2378. Call (850) 484-1185 for hours and location for Math Lab services at the South Santa Rosa and Century sites.

### Reading/Writing Lab

The Reading and Writing labs are located on the Pensacola, Milton and Warrington campuses and offer free tutoring for all Pensacola State College students currently enrolled in college preparatory or college level courses. No appointment is necessary. Services include assistance with writing assignments for any Pensacola State College course, grammar review, and instructional support for prep reading courses, vocabulary development, and computers for word processing. The following are the locations and telephone numbers for each reading and writing lab: Pensacola campus, Building 1, Room 106/107, (850) 484-1451; Milton campus, Building 4400, Room 4403, (850) 484-4403; Warrington campus, Building 3100, Room 3142B, (850) 484-2351. Call (850) 484-1185 for hours and location for Reading and Writing lab services at the Santa Rosa and Century sites.

## STUDENT RESOURCE CENTER FOR ADA SERVICES

The Student Resource Center for ADA Services is located on the Pensacola Campus in Building 6, Room 603, and can be reached by telephone at (850) 484-1637. Students with documented disabilities are enrolled in classes for inclusion in the educational experiences common to all students. A variety of services are provided:

- Orientation to campus facilities
- Personal and vocational counseling
- Special classroom arrangements
- Information and assistance to faculty
- Coordination with local community services
- Referral to community agencies
- Braille and taped materials
- Adaptive computer software programs for reading materials
- Special testing accommodations
- Note taking assistance
- Interpreters for deaf and hard of hearing
- Textbooks on tape

When necessary, course substitutions can be made pursuant to Florida Statute 240.153 and State Board of Education Rule 6A-10.041. Accommodations for the GED and other standardized tests are also available.

## DIVISION OF VOCATIONAL REHABILITATION

To serve students with disabilities attending the College under the auspices of the Division of Vocational Rehabilitation, the Department of Education has located branch offices on two of our campuses:

Pensacola Campus	Building 6, Room 659	(850) 484-1660
Milton Campus	Building 4100	(850) 983-5340

## VETERAN SERVICES

Pensacola State College has served veterans and their families since 1948. The Veteran Services Office (VSO), staffed by full-time Pensacola State employees and VA Peer Advisors (Work Study), assists students with Department of Veteran Affairs (DVA) and college VSO procedures. The district office is located in Building 6 on the Pensacola Campus. Veteran Services is part of the Student Financial Services Division of the College. The Financial Aid/Veteran Services/Scholarships offices on each campus are trained to assist veterans and their families. The VSO assists students with their DVA education claims and is responsible for meeting all institutional reporting requirements mandated by DVA regulations. Students successfully access Veteran Benefits when they follow both the academic policies and procedures for obtaining a degree or certificate at Pensacola State College and adhere to DVA policies and procedures. DVA determines the education benefits and amount to be paid to the eligible student. Both the College and the student must abide by DVA regulations. The college's VSO is a service of Pensacola State College and not an affiliate of the United States Department of Veteran Affairs (DVA).

**IMPORTANT:** All students should email [veterans@pensacolastate.edu](mailto:veterans@pensacolastate.edu) after completing registration each semester. The email must include a statement that they have finalized their registration. Students who later change their enrollment or stop attending for any reason must email [veterans@pensacolastate.edu](mailto:veterans@pensacolastate.edu) again so that the following changes can be documented in a timely manner with DVA: 1) changes of degree program; 2) changes of number of credit hours enrolled and/or courses taken. The email must include the student's full name, (first, middle, last), Pensacola State College Student ID number, chapter of VA benefits, and year/term of enrollment. Information for students receiving DVA benefits is found in this catalog and on the website: <http://www.pensacolastate.edu/financialaid/veterans.asp>. Resources are also available in the VSO. Pensacola State College's VSO is committed to providing resources online for students, limited and protected by concerns for privacy and security. Students should frequently consult the DVA website <http://www.gibill.va.gov> for updates. Click on GI Bill Links and then on "Ask Us a GI Bill Question." Implementation of the Post 9/11 GI Bill, CH 33, has produced a significant increase in the numbers of students using DVA education benefits. These increases and the procedures involved in CH 33 have caused extended processing times both by DVA and Pensacola State College VSO. Students should complete their registration and the necessary steps for certification as early as possible and follow the email notification process described in the prior paragraph.

**Advance Payment:** Newly enrolling Chapter 30, 35, and 1606 students and those Chapter 30, 35, and 1606 students who did not receive VA education benefits from Pensacola State College or any other school within 30 days of the start of the term may apply for an advance payment of the education allowance payable to them from the first day of class through the end of the following month. For the DVA to consider awarding advance pay, the properly completed application and certified documentation must be received by the DVA Regional Office in Atlanta, no earlier than 120 days prior to the first day of class and no later than 30 days before the first day of class. There is no guarantee the DVA will be able to process the advance pay request though received in a timely manner. Deadlines for submitting an advance payment request to the DVA is published on our college VSO web page: (insert webpage address). Students should allow an average of eight to ten weeks after the VSO office submits enrollment certification for receipt of their first direct deposit of DVA education benefits. Visit [www.pensacolastate.edu/docs/veterans/VA\\_Advance\\_Payment\\_Request.pdf](http://www.pensacolastate.edu/docs/veterans/VA_Advance_Payment_Request.pdf) for more information.

**Application:** Students anticipating the use of their DVA education benefits for enrollment at Pensacola State College should submit their applications using the VONAPP (Veterans-On-line Application) website: <http://vabenefits.vba.va.gov/vonapp/instructions.asp> which will accelerate the application process (see Certificate of Eligibility below).

DVA forms are available online at <http://gibill.va.gov/resources/student-handouts/>. All students who have previously attended training or education after high school (including military education/training) are required by the DVA to have their training

evaluated for applicable credit to programs of study, regardless of whether or not DVA assistance was previously received. The evaluation is processed by the Pensacola State College Office of Admissions and Registration. Credits may then be applied toward their degree program at Pensacola State. A copy of all DD214s or Military Training Transcripts (AAART for Army, CCAF for Air Force, SMART for Navy and Marines) and official school transcripts must be submitted to the Admissions/Registrar office for military/educational training evaluation. This must be completed and reported to DVA by Pensacola State within two terms of enrollment or as DVA mandates. The Pensacola State College VSO Certification Request form is available from the VSO website and must be accurately completed, signed, and submitted to the VSO by the student.

**Certificate of Eligibility:** If eligible for DVA benefits, the DVA will issue a Certificate of Eligibility directly to the student. The student **MUST** then submit a copy of the Certificate to the college VSO before enrollment can be certified.

**Attendance Requirements:** VA students may be withdrawn by their instructors when their absence is excessive, as defined under the "Attendance Policy" described in this catalog. For further information, please see <http://www.pensacolastate.edu/students/services/vetAffairs.asp>. Students must verify their attendance on the last day of the month to initiate the release of the monthly benefit check if using CH 30, 1606, or 1607 education benefits. To verify attendance, please use the Web Automated Verification of Enrollment (WAVE) at <https://www.gibill.va.gov/wave>, or the toll free Interactive Voice Response (IVR) telephone line at 1(877) 823-2378 (based on the Chapter being used).

**Calculation Of Pay Rate :** Pay rate classifications set by DVA for CH 30, 31, 35, 1606, and 1607 are FULL, THREE-QUARTER, HALF, and LESS-THAN-HALF-TIME. The rate calculation is based on the combination of credits enrolled and the length of the session in days of instruction. Pensacola State College has three terms — fall, spring, and summer. Each term has four sessions, A, B, C, and D. The sessions have varied lengths. It is important to remember that "term" and "session" have different meanings and measurements. A student enrolled in 12 credits for fall term, all in the "A" session would be FULL TIME for the semester. Enrollment in two or more different sessions during the term could result in changes in the calculation of the rate of pay over the term. Students should go to <http://www.gibill.va.gov> for pay rate information.

**Certification:** A student may be certified for a maximum of one academic year (up to three semesters: fall, spring, and summer), as long as the student is: (1) enrolled at least half-time (2) not on academic probation or suspension, and (3) all prior credits have been reported. All enrolled VA students should submit a VA Certification Request form to the VSO each June if they wish to claim DVA benefits for the upcoming academic year. Certification requests should be submitted at least thirty business days prior to the term the student wishes to be certified.

**Communications:** Official communications between Pensacola State College and students are through Pirate Mail. It is each student's responsibility to regularly monitor their Pirate Mail. Students should submit inquiries to the VSO using [veterans@pensacolastate.edu](mailto:veterans@pensacolastate.edu). The student's name, Pensacola State Student ID number, and chapter of VA benefits should be always be included.

**Cooperative (CO-OP) Training:** Co-op training is approved for DVA benefits if the course is required in the student's program and meets DVA regulations for certification purposes. If the co-op course is verifiable and the student would like to receive DVA benefits, the "Statement of Election" form must be completed before the co-op course can be certified to the DVA. Contact the VSO to ensure the course is certifiable and to obtain the necessary paperwork.

**Courses for which the VA will not pay:** Any course that cannot be applied toward fulfilling graduation requirements in the student's DVA approved degree program at Pensacola State College cannot be certified to the DVA for benefit payments. The following list reflects other types of "non-pay" courses, but is not all-inclusive:

- Repeated courses which have been successfully completed with a grade of "D" or better, unless the course is being repeated in accordance with the Gordon Rule or Pensacola State College graduation requirements. This includes courses transferred in whether DVA benefits were received or not.
- Attempting a remedial course for the fourth time.
- Courses not listed under the student's DVA approved degree program; unless the course is a pre-requisite/co-requisite listed under the course descriptions of the current Pensacola State College catalog, or a course substitution is processed and approved before the term begins. The student should follow the Pensacola State College program outline listed in the college catalog under which the student plans to graduate.
- Courses offered as open entry/open exit.
- Courses considered excessive electives. This includes credit received for prior training that will count toward an elective requirement whether DVA benefits were received or not.
- Remedial courses which are not required by placement test scores.
- Courses taken to fulfill requirements at another institution unless an approved transient authorization is received.
- Courses taken as audit, non-credit, CLEP, or exemption.
- Any course in which the student's final permanent grade is "non-punitive" in nature, for example a "W" grade, unless DVA finds the student received the grade due to mitigating circumstances. See Grades Table elsewhere in the catalog.
- Courses offered as independent study in a certificate program.

**Deferment:** Florida law provides for one deferment of tuition and fees (does not include books) per academic year for students receiving DVA benefits. The deferment is a legal promissory note (which must be notarized) between Pensacola State College and the student; therefore, the student is responsible for making full payment by the due date. The student's obligation to pay is not contingent on the student first receiving his or her DVA payment. Consult with the VSO staff for complete eligibility requirements and proper ID documents. Students receiving CH 33 benefits should review the Post 9/11 section for additional information.

**Dual Degree:** DVA allows a student to concurrently pursue two degree programs. The student must first receive approval from Pensacola State College's Registrar. Then the student must request approval through Pensacola State College's VSO. The Dual Degree request should be submitted thirty business days prior to the start of the term dual enrollment is desired. If the student changes one of the dual degree programs after approval, the approval is then voided. If the student submits a certification request with other than one of the approved dual programs, that certification will not be processed. Careful review of the dual request form should be done prior to submitting the request:

[http://www.pensacolastate.edu/docs/veterans/VA\\_Dual\\_Degree\\_Request.pdf](http://www.pensacolastate.edu/docs/veterans/VA_Dual_Degree_Request.pdf)

**DVA Resources:** Pensacola State College's VSO does NOT have access to a student's DVA pay information; therefore, students should consult the DVA's websites: <http://www.ebenefits.va.gov> and <http://www.gibill.va.gov> to check on education benefits and payments. Students should view these periodically for updates regarding their benefits. Specific questions regarding a student's education benefits and payments should be addressed directly to the DVA using the "Ask a Question" feature at the following address: <http://www.gibill.va.gov>.

**DVA Vocational Rehabilitation:** Students approved for DVA Vocational Rehabilitation (Chapter 31) are eligible to charge tuition, fees, books, and supplies as approved by their DVA case manager and as allowed by DVA regulations. The college's VSO must receive an authorized DVA Form 28-1905 from the DVA case manager before changes can be made. Please allow at least five business days for changes to be made. For additional information, email [veterans@pensacolastate.edu](mailto:veterans@pensacolastate.edu).

**Educational Objective:** A criterion to receive DVA Educational Assistance is the student must be pursuing an approved BAS, BSN, AA, AS, AAS, or certificate at Pensacola State College. The student

must follow the catalog in effect for the academic year the student began the program, unless the student takes longer than five years to complete the program. Please see Effective Catalog Policy for complete details. Transient students must contact the VSO staff for additional requirements.

**NOTE:** DVA will not pay educational benefits for pursuit of a second AA degree if the student has already earned an AA or a bachelor's degree issued by the state of Florida.

**Graduating Term:** A VA student under Chapters 30, 33, 35, 1606, or 1607 may register in courses not part of their degree program to achieve up to full-time enrollment only during their graduation term. This exception is once per program, for exceptions, email [veterans@pensacolastate.edu](mailto:veterans@pensacolastate.edu). Any college credit course can be used for the VA student's schedule.

**Name/Address/Program Changes:** Students are to notify VSO and the Admissions/Registrar's office of change of name, address, or degree program. These changes can affect your receipt of DVA education benefits.

**Non-College Degree (NCD) Programs:** DVA sets specific standards for NCD programs. Based on the instruction/lab mix of the course, DVA designates the number of contact hours needed to qualify for full-time training rate. Students enrolled in Adult Basic Education (ABE) and adult high school (AHS) programs are required by DVA to provide monthly Attendance Sheets for EACH course enrolled. Attendance Sheets for the previous month must be received by Pensacola State College's VSO by the fifth business day of the next month. If the Attendance Sheets are not received by the deadline, the student will not be certified for payment until after the end of the term and all completed Attendance Sheets are received. Additional information will be provided to each student in an NCD program. Students in ABE and AHS may have their benefits terminated for excessive absences.

**Post 9/11 GI Bill-CH 33:** Effective August 2009, this is the most significant change in education benefits since the original GI Bill. Both the increased number of students using education benefits and the more involved procedures for CH 33 have contributed to the significantly greater time needed to process DVA education benefits, both by DVA and by Pensacola State College. Due to the specific certification requirements of CH 33 the following procedures apply: Students using CH 33 will be allowed to request a VA Deferment each term with the following stipulations. If the student has a VA Deferment from a prior term and the student has less than 100% eligibility, the student must have paid his/her portion of the deferment and have no other financial obligations to the College. Since exact tuition and fees must be submitted to DVA for payment each term, Pensacola State College's VSO will establish a deadline date prior to each term for students to register and email [veterans@pensacolastate.edu](mailto:veterans@pensacolastate.edu) after every registration with a statement that registration is completed. Email should include the student's name, Pensacola State College Student ID number, and chapter of VA benefits. Students who either register or email after that deadline will not have their certifications of enrollment processed until the term's audit period, which begins thirty days after the start of the term. At least twenty business days should be allowed for processing after the start of the audit. An additional eight to twelve weeks should be allowed for DVA to process Pensacola State College's certification for payment. A change of tuition or fees after the VSO has been notified of the student's enrollment will be processed during the term's audit period. Students are urged to consult the DVA website, <http://www.gibill.va.gov>, frequently for updates.

**Processing Time:** New applications, program changes, and certification requests should allow a minimum of twenty or more business days for the VSO to audit and submit to the DVA. This timeframe will be lengthened during periods of registration. Certifications are processed in date-received sequence.

**Reinstatements:** Pensacola State College must report to the DVA all changes in a student's enrollment that affect payment of benefits. Should a student have two or more withdrawals in a course during the term, the following will occur. Upon the student's second withdrawal from the course (either by the student or instructor), Pensacola State College will report to the DVA a reduction in pay if that withdrawal changes the student's pay rate.

Should the student be reinstated in that course subsequent to the second withdrawal, Pensacola State College will not report that enrollment change until the end of the term.

**Repeating Courses:** A student may repeat a course in which an "F" or a non-passing grade is received. Unless the student is repeating a "D" grade in accordance with the Gordon Rule or Pensacola State graduation requirements, the DVA will not pay for successfully completed courses.

**Reporting Requirements:** It is the responsibility of VA students to keep the VSO informed of all changes in their enrollment status by adhering to the following:

1. After registering for classes, students must submit an e-mail to [veterans@pensacolastate.edu](mailto:veterans@pensacolastate.edu) with their name, Pensacola State College Student ID number, chapter of VA benefits, and a statement confirming completion of registration. Then go to [www.pensacolastate.edu](http://www.pensacolastate.edu) and under "Student Records" click on "My Degree Audit." Any course indicated as "The following credits are not used in this program" may not count toward enrollment for benefits calculation.
2. After dropping or adding a course, the student must email [veterans@pensacolastate.edu](mailto:veterans@pensacolastate.edu) with specific course information, student's name, Pensacola State College Student ID number, and chapter of VA benefits.
3. Students under Chapters 30, 35, 1606, and 1607 pursuing degree programs, certificate programs, Adult Basic Education, or adult high school must certify their enrollment each month. Verification of attendance should be done on the last day of the month to initiate the release of the monthly benefits check. CH 30, 1606, and 1607 should use the Web Automated Verification of Enrollment (WAVE) at <https://www.gibill.va.gov/wave> or the toll free Interactive Voice Response (IVR) telephone line at 1(877) 823-2378 to verify enrollment. CH 35 students must call 1(888) 442-4551.
4. Students must email [veterans@pensacolastate.edu](mailto:veterans@pensacolastate.edu) with their name, Pensacola State College Student ID number, and chapter of VA benefits to report any changes in school enrollment or attendance.

**Tutorial Assistance:** Veteran's under Chapters 30, 32, 33, dependents under Chapter 35; or reservists under Chapter 1606 or 1607 enrolled at least half-time in a post-secondary program have potential entitlement to DVA tutorial assistance. Contact VSO for additional information and proper forms. Veterans under Chapter 31 should contact their DVA vocational rehabilitation counselor.

**Unsatisfactory Progress:** When a student fails to meet Pensacola State College's standards of academic progress, the VSO is required to advise the DVA. The student must obtain a Pensacola State College Veteran Services Office Unsatisfactory Academic Progress Form and make an appointment with a Pensacola State College academic advisor to have the form completed. When completed, the form will state the reason for the unsatisfactory academic progress and steps the student must take to be removed from academic probation. The completed form must be returned to the VSO in order to be certified for DVA benefits. A student who is on academic probation or suspension will be certified term-by-term until the student has been removed from academic probation or suspension. If the student is on academic probation or suspension for two consecutive terms, his or her DVA benefits can be suspended for unsatisfactory academic progress. See STANDARDS OF ACADEMIC PROGRESS in this catalog.

**Work-Study:** Students enrolled a minimum of three-quarter time under Chapters 30, 31, 32, 33, 35, 1606, or 1607 may apply for the DVA Work-Study Program. The qualified and selected student is paid minimum wage (Florida or federal, whichever is higher) by the Department of Veteran Affairs. Work-Study pay is tax exempt and students may work a maximum of 425 hours over a fall or spring term and 325 hours over the summer term. For additional information please contact [veterans@pensacolastate.edu](mailto:veterans@pensacolastate.edu).



## TRIO FEDERAL GRANT PROGRAMS

TRIO programs are federally funded and designed to encourage enrollment in post-secondary or high school educational programs. The purposes of the programs include the following:

- Assist students in the college enrollment process, regardless of the college the student plans to attend.
- Provide instructions in the completion of the PELL grant application, as well as a search for other types of financial assistance to ensure college enrollment.
- Support students in their pursuit of career information.
- Encourage students to use available tutoring services.
- Seek veterans who are in need of each of the above services.

In order to be eligible for the services through the TRIO programs, candidates must meet these criteria:

- Be a first generation college student (parents do not have a bachelor's degree), and/or
- Meet income levels established by the grant, or
- Be a veteran for the veteran assistance program.

### The TRIO programs include:

**Educational Talent Search** for middle school and high school students; ETS can be reached by telephone at (850) 484-2533.

**Educational Opportunity Center** for students seeking college or high school enrollment; EOC can be reached by telephone at (850) 484-1961.

**Student Support Services** for college students in need of tutoring; SSS can be reached by telephone at (850) 484-1817.

**Veteran's Upward Bound** for eligible veterans; VUB can be reached by telephone at (850) 484-1438.

## LYCEUM

Music performances, drama, dance, art exhibitions, and distinguished speakers are available (at no charge) to all Pensacola State College students through the Lyceum series. Faculty, staff, and the general public are invited to attend for a nominal fee. For information regarding Lyceum events, please call the Performing Arts Department at (850) 484-1847, or visit the Lyceum website at [www.pensacolastate.edu/lyceum](http://www.pensacolastate.edu/lyceum).

## ART GALLERY

The Visual Arts Gallery, located in the Anna Lamar Switzer Center for Visual Arts, is located on the Pensacola Campus and is open to the general public with a series of changing exhibitions of contemporary art throughout the academic year. The exhibitions are free of charge. Gallery tours for groups are available by appointment for each exhibition. For more information, please call the Visual Arts Department at (850) 484-2563 or the Gallery Director at (850) 484-2048.

## ATHLETICS

Pensacola State College is a member of the National State College Athletic Association, Region VIII, and a member of the Florida State College Activities Association. Varsity participation on a team is open to full-time students from any campus, but is limited to two years of participation. Full-time students in a vocational program may participate as long as they meet the eligibility requirements of both the NJCAA and the FSCAA.

**Athletic Scholarships:** Athletic scholarships covering tuition and general fees are available to students maintaining a satisfactory grade point average under present regulations. Interested students should contact the team coach.

**Gymnastics Club:** The College has an organized gymnastics club open to all area youth. Participants in the club register through the Continuing Education Office. Registration for club participation is available at <http://www.pensacolastate.edu/continuingeducation>.

**Intercollegiate Sports:** On the intercollegiate level, Pensacola State College participates in men's and women's basketball, men's baseball, women's softball, and women's volleyball. Pensacola State College also has a dance team and a cheerleading squad that perform at many college and community events.

**Intramural Sports:** The intramural program is under the direction of the Athletic Department and includes tournaments, leagues, and clubs in approximately forty sport activities. The program is open to all students attending Pensacola State College.

## WSRE

WSRE, a PBS affiliate for the Gulf Coast, began operations in 1967 under a license granted to Pensacola State College by the Federal Communications Commission. Since that time, WSRE has transitioned from airing black and white, to color, to stereo and now digital and high definition. WSRE is more than just a television station. It goes beyond the norm into the lives and interests of those wanting to make their community a better place. WSRE offers many services to the community through educational and outreach services, such as PBS Ready to Learn workshops. WSRE conducts twenty-thirty annual workshops to train adults to help children prepare to start school. This is just one of many ways WSRE influences and makes a difference in the community. The mission of WSRE is to enhance individual potential by producing and broadcasting programs and providing educational outreach services that educate, inform, and entertain by opening doors to a much bigger world. WSRE has been helping the community be more connected for over 40 years by encouraging our viewers to engage more deeply in the world around them. Through quality programming and educational outreach services, WSRE can help you "Be More!" For more information, please visit [www.wsre.org](http://www.wsre.org) or call (850) 484-1200.

## COLLEGE PUBLICATIONS

Pensacola State College sponsors several publications devoted to campus information or literary works by students, faculty, and staff.

**The Corsair** is Pensacola State College's student online newspaper, available at [www.eCorsair.com](http://www.eCorsair.com) and includes multimedia, blogs, and photo galleries. The paper's editorial authority is vested in its student editors who are selected twice a year by the Student Publications Committee. For more information, please call (850) 484-1458.

**Issue** is an annual student literary magazine published by The Literary Roundtable, a creative writing organization advised by a faculty member in the English and Communications Department. To join the group, submit work for consideration, or for additional information, please call (850) 484-1452.

**The Hurricane Review** is a nationally recognized literary journal published annually by the English and Communications Department. This journal is edited and formatted by Pensacola State College students under the direction of a faculty advisor. Submissions of short fiction and poetry are welcome.

**Green and White** is a college newsletter with an interactive, live news website prepared by the Marketing Department. The link can be found at [www.gwpensacolastate.wordpress.comonline](http://www.gwpensacolastate.wordpress.comonline).

## WEBSITE – WWW.PENSACOLASTATE.EDU

The Pensacola State College website serves as a gateway to student services, student activities, courses and workshops, degree and certificate programs, college news, and special events. Designed for interactivity, the Pensacola State College website supports traditional instruction, research, and distance learning. Remote students can access academic programs and support services easily through the Pensacola State College website.

## PIRATE MAIL

Pensacola State College provides all students an email account through the Pirate Mail system. Pirate Mail is the primary method of communication to Pensacola State College credit students; therefore, students are required to activate their Pirate Mail accounts after admission. Pirate Mail accounts become available to credit students one business day after the application or re-application has been processed. The credit student is responsible for activating the Pirate Mail account and accessing emails from the College. The expectation is that credit students will access their Pirate Mail accounts at least once per week, more often during a registration period. Failure to access the Pirate Mail account and read communications from the College will not be grounds for an appeal of any action taken by the College or any requirement established by an instructor, which has been communicated to a student by Pirate Mail. The Pirate Mail account will remain active throughout a student's enrollment and for three semesters after the last term of attendance.

## ACADEMIC HONORS

The College recognizes student achievement in several ways, as indicated below.

### SEMESTER HONORS LISTS

Two academic honors lists are published on our website <http://www.pensacolastate.edu/students/services/tudRecHonorsList.asp> at the end of the fall and spring terms of each academic year. These lists recognize students who have achieved outstanding grade point averages for the term. To be eligible for the lists, students must be in good academic standing at Pensacola State College as outlined in the Standards of Academic Progress in this catalog.

- **The President's List:** Full-time students (12 credit hours or more per term) who earn an overall GPA of 4.0 for the term.
- **Dean's List:** Full-time students (12 credit hours or more per term) who earn an overall GPA of 3.5–3.9 for the term.

### GRADUATION HONORS

Students graduating with honors based on the cumulative grade point average will be designated as follows:

- **Summa Cum Laude** will be awarded to students with a cumulative grade point average of 4.0.
- **Magna Cum Laude** will be awarded to students with a cumulative GPA between 3.75–3.99.
- **Cum Laude** will be awarded to students with a cumulative GPA between 3.50–3.74.

The determination of the three honors categories (Summa Cum Laude, Magna Cum Laude, and Cum Laude) for the commencement ceremony is based on the cumulative grade point average at the end of the student's last term of enrollment prior to the term of graduation. Students who have met the criteria for honors prior to their term of graduation will be eligible for the honors cords at the graduation ceremony.

The transcript is the final and official record of a student's standing at the time of graduation. Students meeting the honors criteria at the time of graduation and after the official analysis of graduation eligibility is determined will have the appropriate notation affixed to the official transcript and on the diploma, degree, or certificate awarded.

**Student Excellence Awards:** At this annual honors ceremony, students are recognized for Departmental/Program Scholars, Scholastic Achievement, Leadership, and Service.

- Departmental/Program Scholar recipients are selected by the individual academic departments in recognition of outstanding performance in the classroom and high test scores on competitive departmental examinations.
- Scholastic Achievement Award recipients are selected by grade point averages. Recipients must have maintained a 3.9 GPA or better while completing at least 80% of the requirements for the degree they are seeking.
- The Leadership Award is based upon participation in service clubs.

- Service Award recipients are selected by the faculty and department heads. This award is based on the outstanding services rendered in their respective departments, schools, and campuses.
- The Sigma Beta Delta Award is an International Honor Society in Business Administration and Management. Induction is offered to BAS students who have a 3.5 or above GPA after having taken ninety credit hours.

## PUBLIC SAFETY

The Pensacola State College Department of Public Safety is committed to the safety of students, employees, and visitors at all Pensacola State College campuses and centers. The Department of Public Safety takes a proactive stance in response to crime on campus and strives to identify problems and address issues before a crisis occurs. Students are encouraged to assist the Department of Public Safety by contacting them when any of the following occur:

- You are a victim of crime occurring on campus.
- You are or may be a victim of domestic violence.
- You are a victim of rape (or acquaintance rape).
- You are being stalked.
- You know of crimes occurring on campus.
- You have been a victim of crime, off or on campus, and need information, counseling, or referral for further help.
- You have questions about Florida laws or law-related issues.
- You need help and do not know where to go or who to ask for information.
- You need assistance starting your car.
- You need car key assistance, entering your car.
- You would like a police escort to ensure safety to or from your class.

### Public Safety and Security Hours and Information

The department operates from 7 a.m. to 11 p.m. Monday-Friday; contract security guards patrol the campus from 11 p.m. to 7 a.m. on weekends, holidays, and weekdays. Uniformed police officers patrol the campus by marked vehicle, foot patrol, buggy, and bicycle. Police officers carry firearms and have authority to make arrests. Additionally, uniformed public safety officers assist in situations that do not call for specific police action. Student assistants, identified by safety vests, also assist with non-enforcement duties. If you have an on-campus emergency, please contact 484-2500.

Call public safety officers, contract security/student assistants on weekends, holidays and between 11 p.m. and 7 a.m. weekdays:

Milton Campus Police, Bldg. 4100, 484-4481

Pensacola Campus Police, Bldg. 5, 484-2500

Warrington Campus Police, Bldg. 3300, 484-2283

In case of an extreme emergency, dial 9-911 on campus telephones: This will connect you to a law enforcement operator of the jurisdiction where you are located. That agency will dispatch emergency help. It is important to stay on the line and tell them your location.

Additional information can be found by visiting [www.pensacolastate.edu/policedepartment](http://www.pensacolastate.edu/policedepartment)

## OTHER SUPPORT SERVICES

### Snack Bar/Vending

The college contracts for various food and vending services for the convenience of students, faculty, and college staff. Self-service vending is widely available, with beverage and snack vending machines available on each campus. There is a Subway restaurant on the Pensacola campus. Student scholarship funds are routinely enhanced through vending commissions, made possible through use of the college vending operations.

### College Bookstores

The College has bookstores on the Milton, Pensacola, and Warrington campuses. These bookstores provide textbooks and supplies for sale to students, faculty, staff, and the community. Commissions from the bookstore operations fund scholarships for many Pensacola State College students. Books and supplies required for each course are kept in the college bookstores, as well as imprinted notebooks and clothes, and a large selection of college outlines and preparation and reference books. Textbooks may also be purchased via the website at [www.efollett.com](http://www.efollett.com).

Books and supplies may be purchased by cash, check, Visa, MasterCard, Discover, American Express, or by authorization from the Financial Aid Office or other certifying office. Students may write checks for the amount of purchase or up to \$5 over the purchase amount. Checks must include an address and a phone number. A driver's license or state identification card is required.

For bookstore services at the South Santa Rosa Center, please call (850) 471-4630, and for bookstore services at the Century Center, please call (850) 471-4622.

### Refunds

A full refund is given if books are returned in the same condition as when purchased, as long as books are returned within 7 days from the first day of class and the student has proof of purchase via sales receipt.

### Textbook Buy-Back

The college bookstores provide students the opportunity to sell their textbooks throughout the year. Highest used market value is paid for editions which will be used in the upcoming term, and national wholesale value is offered for all other titles. A picture ID is required.

### Health Clinic

A health clinic, located on the Pensacola campus and under the supervision of a registered nurse, is available to assist students, faculty, and staff in the event of an accident or illness. If the nurse is needed at the scene of an accident or emergency illness, the Public Safety Office should be contacted at (850)484-2000. The Health Clinic is located in the Lou Ross Health/ Sports Center. Services are provided free of charge. Hours of operation are 7:30 a.m. to 4 p.m. daily during the fall and spring semesters and 7 a.m. to 5 p.m. during the summer semester.

### Housing

The College does not provide housing facilities. A local apartment and condominium guide is available free of charge from the Student Leadership and Activities Office on each campus.

### Alcohol/Drug Education and Prevention Information

Recognizing that the use and abuse of mind-altering substances represents a serious threat to the College's mission, the College has devoted significant effort to the prevention of these problems. These efforts include educational programming, media presentations, curriculum resources, and referral services. For more information, contact the office of the director of Student Life (850)484-1689.

## AIDS POLICY

The Pensacola State College AIDS policy is on file in each college department and is available to all students.

## ACTIVITIES AND SPECIAL PROGRAMS

### Student Leadership and Activities Office

The Student Leadership and Activities Offices provide a common point of contact and coordination between students and student organizations. A variety of services exists on each campus. For a complete listing, contact the Student Leadership and Activities Office, Pensacola Campus 484-1501, Milton campus 484-4491, and Warrington campus 484-2293.

### Posting Student Notices & Use of Bulletin Boards

All notices placed on the various bulletin boards in college buildings must be approved through the appropriate campus Student Leadership and Activities office prior to posting. No notices are to be posted in locations other than these bulletin boards. A housing bulletin board is available on the Pensacola Campus in the Student Center to advertise rooms for rent, search for roommates, etc.

### Student Organizations

All organizations, except honor societies, are open to all students with a GPA of 2.0 or above regardless of race, creed, color, gender, age, marital status, national origin, or disability. Membership in an honor society is by invitation only. Students interested in joining a Pensacola State College club or organization should inquire at the Student Leadership and Activities Office for information on procedures and people to contact. Student Organization Guidelines are listed later in this section.

### Academic And Department Organizations

- Band & Jazz Ensembles
- Barber Club
- Biology Club
- Brain Bowl
- Cheerleading
- Chorale
- Cosmetology Club
- Corsair (newspaper)
- S.D.A.A. Student Dental Assisting Association
- Earth Science Club
- Education Club
- Engineering Club
- Forestry Club
- Guitar Ensemble
- HOSA — Health Occupations Students of America
- Hospitality Management Association
- Humanities Club
- Literary Round Table
- Medical Assisting Club
- Phi Beta Lambda—Business
- Physics Club
- Pensacola State College Entertainers
- Pre-Physical Therapy Assisting
- Radiography Club
- Respiratory Club
- S.A.D.H.A.—Dental Hygiene
- Senior Classical League
- SkillsUSA
- Student Nurses Association
- Student Practical Nurses Association
- Student Speech Association
- Students for a Multicultural Society
- Swim Club

### Honor Organizations

- Alpha Beta Gamma—Business
- Alpha Mu Gamma—Foreign Language
- Beta Phi Gamma—Journalism



- Kappa Delta Pi—Education
- Mu Alpha Theta—Mathematics
- Phi Rho Pi—Debate/Forensics
- Phi Theta Kappa—General Academic
- Pensacola State College Honors Council—General
- Academic Psi Beta—Psychology
- Sigma Beta Delta—BAS Administration and Supervision
- Sigma Delta Mu—Spanish
- Sigma Phi Alpha—Dental Hygiene

### Religious Organizations

- Baptist Collegiate Ministry

### Social Service Organizations

- African American Student Association
- Jared Sparks Historical Society
- Outdoor Recreation
- Student Government Association

### Student Honor Organizations

#### Student Ambassador Program

The Student Ambassador Program was created to increase recruitment and retention at Pensacola State College. The Ambassadors are a group of 12 Pensacola State College students who are chosen through an interview process to represent Pensacola State College in many different capacities. Ambassadors receive a stipend each semester for their hours worked during the semester. In order to be eligible for the program, a student must have completed 12 semester hours and maintained a 2.5 cumulative GPA each semester. Student Ambassadors are chosen in the spring semester for the following year. Interested students should contact the Recruitment Office at (850) 484-2077.

#### Phi Theta Kappa

Phi Theta Kappa is recognized by the American Association of Community and State Colleges as the official honor society of two-year colleges. The hallmarks of Phi Theta Kappa are Leadership, Scholarship, Fellowship and Service. Eligible students must be enrolled in an AA, AS, or AAS program at Pensacola State College, have completed 12 semester hours of college credit at Pensacola State College, and attained a 3.5 cumulative GPA. All students who meet the minimum requirements are eligible for membership and are encouraged to attend the chapter's new members' orientation meeting in the beginning of the fall and spring terms. Payment of dues and other important information will be introduced at this time. Pensacola State College has three chapters of Phi Theta Kappa:

- Theta Chi, Pensacola Campus
- Beta Alpha Psi, Warrington Campus
- Beta Beta Gamma, Milton Campus

Phi Theta Kappa allows for many different levels of involvement. The personal rewards and satisfaction derived from membership far outweigh the time contributed to the chapter's success. Pensacola State College honors Phi Theta Kappa members in the graduation program and at the Annual Commencement Ceremony where members proudly wear the distinctive gold Phi Theta Kappa stoles and tassels. Phi Theta Kappa membership is displayed prominently on each member's official transcript. Opportunities are available as well for members to apply for Phi Theta Kappa scholarships at various colleges and universities.

Provisional membership is available for Pensacola State College students with a 3.5 documented high school GPA, but fewer than 12 credits at Pensacola State College. These students are eligible for membership when meeting the above requirements.

#### Specific Discipline Honor Organizations

Outstanding academic performance by students in various disciplines is recognized by honor organizations for students in the respective disciplines. These honor organizations are open to Pensacola State College students with high academic performance and afford a variety of activities and opportunities for recognition and service.

#### Student Organization Guidelines

Pensacola State College recognizes student organizations that exist to promote the social, moral, and educational well-being of their members. Recognition of an on-campus organization by the College is granted and maintained, provided the organization

demonstrates continued acceptable social behavior and sound fiscal management. The College delegates to the Student Leadership and Activities Office the authority to approve, censure, or deny privileges to campus organizations. Such authority, however, is subject to review by the College President. Organizations seeking affiliation with other organizations outside the jurisdiction of Pensacola State College must first have the approval of the College President. The Student Leadership and Activities Office is available to organizations for counsel and assistance on all campuses. Final responsibility for the good name and standing of an organization rests solely on its members. All student organizations' regulations and the provisions of student organizations' constitutions must be consistent with the policies of the District Board of Trustees, as well as national, state, and county laws.

#### Student Membership

Membership is open to any student who meets one of the following:

- A current cumulative GPA of 2.0 or higher at Pensacola State College.
- A cumulative GPA of 2.0 or higher from their previous college/ university (if new transfer student).
- A cumulative GPA of 2.5 or higher from high school (if a new student).
- Grades earned from Developmental Studies classes may be used if they are the only classes the student has taken, but may not be used to determine membership eligibility once the student begins taking college credit courses.

#### Obtaining Campus Charters

To obtain a campus charter, representatives of a student organization must first consult with the appropriate SGA advisor. They must also provide the advisor with the following:

- Statement of purpose.
- A proposed constitution.
- Bylaws incorporating the College's anti-hazing policy (see anti-hazing policy in this catalog).
- Name of faculty advisor(s), approved by the campus dean.
- List of prospective members who must be Pensacola State College students.

The advisor will then present the charter request to the Student Government Association (SGA). The SGA's recommendation for charter and the proposed constitution will be forwarded to the College President for review and approval.

#### Common Responsibilities

1. Secure one or more approved advisors who either attend meetings or approve the meeting's agenda in advance. An advisor should be present at all meetings held after 5 p.m. An advisor may be any individual employed at Pensacola State College as an instructor, administrator, or career service employee. Student Leadership and Activities Manuals are available for all advisors in the Student Leadership and Activities Office.
2. Accept all responsibility for organizational financial matters of the individual organization. No action on the part of any organization, collectively or by individual members, shall incur any indebtedness to Pensacola State College.
3. Furnish to the Student Leadership and Activities office a complete list of officers and members. Also, within two weeks from the beginning of the spring and fall terms, furnish the times and places of meetings as well as the name(s) of the advisor(s). Any changes in the organization's constitution or purpose must be placed on file in the Student Leadership and Activities Office.
4. Limit membership to current Pensacola State College students maintaining a minimum 2.0 semester grade point average. Students joining a club or organization directly from high school, or without any college credits, must have a minimum 2.5 cumulative GPA from high school.
5. Drop any member who fails to maintain the required 2.0 semester GPA. College prep grades may be used to determine club eligibility, but only until college credit classes are started.

6. Furnish a report of the names, addresses, and telephone numbers of officers for the coming year along with a list of major activities engaged in during the previous year. This report is to be filed in the Student Leadership and Activities Office three weeks prior to the end of the spring term.
7. Refrain from any type of hazing. See Anti-Hazing Policy.
8. Submit a detailed outline of any activity to the appropriate campus Student Leadership and Activities coordinator no later than two weeks in advance of the event or activity. Each activity is to be approved by the Student Leadership and Activities coordinator, the club sponsor, and the department head with oversight of the facility being used (if held on campus). The Student Leadership and Activities coordinator will meet with the sponsoring organization to discuss the proposed plans and assist with ideas or suggestions to help insure the success of the activity. Activity forms are available in the Student Leadership and Activities Office.
9. Complete and return a re-chartering request to the Student Leadership Activities Office each term.
10. All funded clubs must present one campus-wide event each fall and spring term and meet all other obligations set forth by the Student Leadership and Activities Office.
11. In order for clubs to receive funding, all club members in each club must receive annual training in the Rape Risk Reduction Office. Failure to do so will result in the cancellation of funding for the following year.

### Penalties

Organizations failing to fulfill the above responsibilities are subject to the following penalties:

1. Forfeiture of social privileges;
2. Forfeiture of representation in student publications;
3. Forfeiture of representation in intramural or other competitive campus activities;
4. Forfeiture of campus charter;
5. Suspension of campus charter;
6. Suspension of members' right to participate in other campus activities or organizations;
7. Trial of officers or members suspected of violating the Pensacola State College Honor Code;
8. Any penalty as set forth in the College statement on student rights and responsibilities. Penalties may be prescribed for organizations by the SGA for infractions of a minor nature in accordance with procedures outlined in the College statement on student rights and responsibilities.

### Organization Activities

Registered social functions may be held on the campus or at a place approved in advance by the Student Leadership and Activities Office. Requests for approval of location should be submitted one week prior to the planned date of the activity.

Approved social activities of student organizations must be registered in the Student Leadership and Activities office. Registration of the activity is completed by filling out an activity form available in the office. If a club or organization enters into a contractual agreement with any group that will be using Pensacola State College facilities, a copy of the contract must be filed in the Student Leadership and Activities office and reviewed before approval will be given to the activity.

Guest speakers on campus must also be approved by the College. Completed applications for approval must be submitted to the Student Leadership Activities Office at least 10 calendar days prior to the date of the proposed speaking engagement.

All registered social functions, either on or off campus, are required to have chaperones in attendance. The chaperones may be an advisor and spouse, or any couple, one of whom is employed by the College as an instructor, an administrator, or a member of the professional staff. Only employees of the College may receive student activity per diem expenses. Chaperones shall exact appropriate conduct from attending students and shall affect proper regard for college regulations at social functions. Instructions for

chaperones, outlining their responsibilities, are available in the Student Leadership and Activities offices.

### Student Government Association

Pensacola State College provides an opportunity for experience in self-government on each campus. A student may hold any office in the Student Government Association (SGA), other college organization, or represent the College in any manner if he or she satisfies the requirements stated by the organization's constitution. Students are the constituents of the academic community of Pensacola State College and are entitled to express their opinions on subjects involving their intellectual, social, physical, and moral development, and to participate in the formulation of institutional policy, which affects their general interest and welfare. The SGA is the primary vehicle for student expression and participation in the democratic process.

The SGA should serve to promote a climate encouraging responsible participation and leadership in the College community, to further understanding and a positive relationship between the student body and the faculty and administration, and to lead actions beneficial to the College community as a whole. Current copies of the SGA's Constitution are on file in the Student Leadership and Activities Office.

### Scope of Authority

The Pensacola State College SGA is recognized as the official student body government and shall serve to express the will of the general college body. The College shall work with the SGA in seeking the opinions and assistance of the general student body on matters of their proper concern. The SGA is responsible for establishing and enforcing its own rules of procedure. Such rules must not be in conflict with the policies of the College or laws of the state and national government.

The Student Government Association is responsible for the following:

1. Budgeting student leadership and activities fund.
2. Chartering prospective student organizations.
3. Informing the organizations of the necessity of compliance with all organizational regulations.
4. Recommending changes necessary for the successful and proper functioning of organizations.
5. Taking action against organizations when violations of regulations occur.
6. Encouraging various student publications to publish such notices as it deems necessary for the information of the student body.
7. Informing students of its role, of the students' roles, and of the necessity of student participation in maintaining effective student government and the democratic process.
8. Promoting, endorsing, and continually striving to improve the honor system described in Article IV of the Constitution.
9. Expressing choices and making recommendations for speakers and entertainers for the Pensacola State College Lyceum series.
10. Participating in the formulations of policies regulating student conduct through representation on committees charged with drawing up codes of conduct.
11. Requesting appropriate changes in college policy not directly under the control of the SGA, such as changes in curriculum, to the appropriate faculty committee or administrative official.
12. Receiving petitions from students who wish to express their opinions or suggest changes to college policy.
13. Establishing special committees to study particular problems.

Actions of the SGA shall be subject to review by officials authorized to do so by Constitution or by the College President.



# STUDENT HANDBOOK

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# STUDENT RESPONSIBILITIES

## OFFICE OF STUDENT LIFE

The Office of Student Life, located on the Pensacola campus, assists students by conducting AIDS Education workshops, acting as a mediator in non-academic grievances that have not been resolved by the department, making available current information on students' rights, listening to complaints or criticisms with an open mind, and following up quickly, providing a fair and impartial hearing for any student accused of violating the Pensacola State College Code of Conduct and/or state law, and providing drug education information and referral.

## BASIC STUDENT RESPONSIBILITIES

The statement which follows was prepared by a student-faculty committee after an extensive and intensive review and study of the College's rules and regulations governing students and student organizations. The purpose of this statement is to clarify for students and to assist students in understanding the position of the College on matters of student rights and responsibilities. This statement endorses a concept of community responsibility wherein students will be provided the opportunity to develop an independent capacity to search for truth and formulate educational goals.

### Introduction

A student is first a citizen of his or her country, and as such is entitled to its freedoms and benefits as well as being responsible for compliance with its laws and regulations local, state and national. Similarly, when a person enrolls at Pensacola State College, he or she becomes a member of the academic community of which membership brings to the student certain responsibilities. In this sense, the relationship between the student and the College is a voluntary agreement, or contract, which involves rights and responsibilities designed to accomplish with maximum order and effectiveness the goals of the College.

Enrollment at this institution is not compulsory. The Federal Constitution protects the equality of opportunity for all qualified persons to enroll at Pensacola State College. Enrollment is voluntary. Since enrollment is voluntary, the student voluntarily assumes the obligations of performance and behavior reasonably imposed by the institution relevant to its lawful mission, processes, and functions. The institution assumes the obligation of establishing guidelines and taking necessary steps to assure compliance with this obligation. The rights of the students to learn and of the faculty to teach are obligations the institution is charged to uphold. The institution will, therefore, take the necessary steps to protect those rights.

No member of the academic community may, without liability to lawful discipline, intentionally act to impair or prevent the accomplishment of any lawful mission, process, or function of the institution.

### Student Responsibilities

1. The student is responsible for compliance with regulations contained in the College Catalog/Student Handbook, and in any bulletins, letters or memoranda issued by the President or his or her designated representatives.
2. The student should strive to become an active learner and engage in free discussion, inquiry, and expression where appropriate.
3. The student should make every effort to be present for class sessions throughout the term so that sufficient basis is established for grading.
4. The student is responsible for learning the content of any course as required by the instructor.
5. The student should be punctual and prepared for class.
6. The student is responsible for his or her own and his or her classmate's honesty in the classroom, according to the Student Honor Code.
7. The student is responsible for his or her actions on campus and in the classroom.
8. The student is responsible for reviewing his or her Pirate Mail account on a frequent and regular basis.

### College Authority Regarding Student

1. Under the authority of the State Board of Education (Regulation No. 6A-14.56), the District Board of Trustees of Pensacola State College is required to establish policies and procedures governing the behavior and discipline of students.
2. The delegated authority of the College to impose penalties will be asserted when the Code of Conduct as described on page 19 is violated.
3. When activities of the student results in violation of federal, state, or local laws, those students who violate such laws will be penalized as prescribed by civil and institutional authorities.
4. Student organizations are also responsible for compliance with the policies set forth in this section.
5. Activities sponsored by the College, including student groups participating off campus in college-sponsored or related activities, shall be subject to supervision by the College.

### Policy Information

A student who wishes to suggest changes in the academic policy of the College (policy concerning curriculum, attendance, grading, etc.) should submit a written recommendation to the Student Government Association for evaluation. The SGA may approve or disapprove the suggestion. If approved, the proposal will be submitted by the SGA through administrative channels to the President of the college for action.

### Classroom Activity

1. The instructor, in the classroom and in conference, should encourage free discussion, inquiry and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
2. Students should be free to take reasoned exception to the data or views offered in any course of study, and to reserve judgment about matters of opinion. They are responsible, however, for learning the content of any course of study for which they are enrolled.
3. Students should be evaluated through orderly procedures. Students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

### Class Attendance

Regulations governing punctual and regular class attendance are outlined under the Academic Regulations and Policies section.

### Dress and Appearance

Students are expected to dress and maintain their personal appearance in a manner which will not endanger their health, welfare, or safety. This will be in accordance with state and local laws and the College's Code of Conduct.

### Student Honor Pledge

All students enrolled at Pensacola State College are expected to fulfill the Honor Pledge, which is as follows:

"I pledge myself to uphold the highest standards of truth, honor, and integrity. I refuse to tolerate violations of these standards on the part of any other student."

### THE FOLLOWING SHALL BE CONSIDERED



**INFRACTIONS OF THE HONOR PLEDGE:**

1. Lying is a deliberate falsification of facts. It includes a deliberate act of deception or the telling of an untruth during direct questioning before members of authority, either fellow students or faculty members.
2. Cheating is giving or receiving aid, whether written, oral, or otherwise, in order that a student may receive undeserved credit.

**STUDENT CODE OF CONDUCT**

When students enroll at Pensacola State College, they are responsible for compliance with regulations in the College Catalog/ Student Handbook, and any bulletin, letters, or memoranda issued by the President or his/her delegated representatives. No member of the academic community may, without liability to lawful discipline, intentionally act to impair or prevent the accomplishment of any lawful mission, process, or function of the institution.

Recognizing that the College has the responsibility of providing an atmosphere within which its students can pursue their respective academic goals and realize the opportunities afforded them by the College, a Code of Conduct was established to govern students enrolled at Pensacola State College.

Expulsion, suspension, or any lesser penalty may be imposed upon any student enrolled at Pensacola State College who participates in any of the following offenses:

1. Furnishing false information (written or oral) to the College with intent to deceive;
2. Forgery, alteration, or misuse of college documents, records, or identification cards;
3. Assault and battery;
4. Malicious destruction, damage, or misuse of public property, including library materials or private property on campus;
5. Attempted or actual theft, larceny, embezzlement, or the temporary taking of the property of another;
6. Issuing bad checks;
7. Gambling;
8. Vandalism;
9. Disorderly conduct or unlawful assembly;
10. Participation in hazing (see anti-hazing policy);
11. Obscene conduct or public profanity;
12. Illegal manufacture, sale, possession, or use of narcotics, marijuana, hypnotics, sedatives, tranquilizers, stimulants, hallucinogens, and other similar known harmful or habit-forming drugs and/or chemicals;
13. Possession or use of alcoholic beverages on campus, on field trips, or at other instructional sessions off campus;
14. Drunkenness or intoxication;
15. Possession on person or in vehicle, display or discharge of a firearm, pellet gun, air rifle, or other such weapon. Law enforcement officers attending class on campus may carry a weapon if required to do so by the policies of the law enforcement agency by which such officers are employed;
16. Possession on person or in vehicle, display or use of any dangerous instrument, including, but not limited to, knives, fireworks, explosive chemicals, box cutters and razor blades (with the exception of a common pocket knife, plastic knife, or blunt-bladed table knife);
17. Exhibitionism in the form of nudity or indecent exposure of the person;
18. Interference with the freedom of movement of any member or guest of the College;
19. Deliberately impeding or interfering with the rights of others to enter, use or leave any college facility, service, or scheduled activity, or to carry out their normal functions or duties;

20. Deliberate interference with academic freedom and freedom of speech of any member or guest of the College;
21. Deliberate disruption of any class (in any format), meeting, or College function;
22. Occupation of any college facility, when unauthorized, through participation in "sit-in," "lie-in," or similar activities;
23. Failure to comply with directions of College officials or campus police in performance of their duties and/or failure to identify oneself to one of these persons when requested to do so;
24. The active threat of violence against any member or guest of the College;
25. Participation in any activity which disrupts or interferes with the orderly process of operation of the College;
26. Failure to respond to an administrative summons;
27. Extortion;
28. Sexual harassment, sexual assault;
29. Use of college computers and/or technology resources to send, receive or view obscene or sexually explicit messages/pictures;
30. Violations of federal and state law, respective county and city ordinances and all College and District Board of Trustees rules and regulations;
31. Electronic Devices, such as cell phones, cell phone cameras, IPODS, pagers, etc. are to be turned to the "off position" while attending a class or lyceum program.

**PLAGIARISM AND ACADEMIC CHEATING**

1. Plagiarism and academic cheating are serious offenses. An instructor may take action against any student who is suspected of plagiarism or academic cheating. The action taken may be the awarding of a failing grade on the assignment in question or withdrawal from the course with the assignment of an Early "F." A student who disputes the allegation of plagiarism or academic cheating may discuss the situation with the instructor. If the student does not reach resolution after discussion with the instructor, the student may discuss the situation with appropriate academic officers beginning with the department head and appropriate dean.
2. Plagiarism involves presenting the work, words, or ideas of another student or writer without proper citation, even if unintentionally. Presenting someone else's work as your own, even if in your own words, is plagiarism. It is plagiarism if the work you present is derived from the work of any other person, including, among others, any other student or College faculty member. It is plagiarism if the work you present is derived from any work, including among other things, any work of a literary, musical, dramatic, pictorial, graphic, sculptural, motion picture, sound recording, audiovisual or architectural nature, and regardless of the medium in which it is fixed, whether written, stored electronically, or in any other form by which it can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. Presenting plagiarized work as your own may also constitute infringement under Federal copyright laws (Title 17 U.S.C.).

## ANTI-HAZING POLICY

No student or other person associated with Pensacola State College shall engage in any “hazing” activities as that term is described herein below.

As used herein, “hazing” means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of Pensacola State College. Such term shall include beating, branding, forced calisthenics, or exposure to the elements; forced consumption of any food, liquor, drug or other substance; or any other forced physical activity which could adversely affect the physical health or safety of the individual; and any other forced activity which could adversely affect the mental health or dignity of the individual. Any activity as described above upon which the initiation or admission into or affiliation with a Pensacola State College organization is directly or indirectly conditioned shall be presumed to be a “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

Any student or other person associated with a Pensacola State College organization who engages in any hazing activity, on or off campus, may be subject to the following penalties: fine up to \$100, withholding of diploma or transcript pending payment of any fine imposed, and/or probation.

If the hazing activities are willful and flagrant violations of this policy and/or if the hazing consists of brutality of a physical nature, the student or other person associated with a Pensacola State College organization who engages in such hazing activities may be suspended or dismissed. Any Pensacola State College organization which authorizes hazing in blatant disregard of this policy may be subject to the following penalties:

1. Suspension or forfeiture of social privileges;
2. Suspension or forfeiture of representation in student publications;
3. Suspension or forfeiture of representation in intramural or other competitive campus activities;
4. Suspension of individual members' rights to participate in other campus activities or organizations.

The penalty to be imposed on a Pensacola State College organization which authorizes hazing in blatant disregard of this policy will depend upon the facts of each incident. Repeated violation of this policy may result in the suspension or forfeiture of the organization's campus charter.

Any penalties for violation of the College's Anti-Hazing Policy shall be in addition to those penalties imposed for violation of any of the criminal laws of the state of Florida or for violation of any other rule promulgated by this college to which the violator may be subject.

Any student or other person associated with a Pensacola State College organization charged with the violation of the college's Anti-Hazing Policy shall be entitled to a hearing and to the same procedural rights as any student accused of violating the College's Code of Conduct.

To communicate and implement the College's Anti-Hazing Policy, the following actions shall be taken:

1. Each College organization advisor shall be given a copy of the college's Anti-Hazing Policy and shall be charged with the responsibility of informing the organization of the adoption of this policy.
2. Each College organization shall be required to incorporate the college's Anti-Hazing Policy in its bylaws and to submit a copy of its revised bylaws to the Student Leadership and Activities office.
3. A copy of the Anti-Hazing Policy, rules and penalties is available to each student.
4. The College's Anti-Hazing Policy shall be printed in the College Catalog.

5. A representative of the College will meet with each student organization at the beginning of each school year to review, discuss and answer all questions relating to the college's Anti Hazing Policy.

Any amendment to the College's Anti-Hazing Policy, rules or penalties shall be submitted to the State Board of Education for its approval within ten (10) days after the adoption of such amendment.

## CHILDREN ON CAMPUS

Individuals who are not registered may not attend classes or labs unless expressly authorized to do so by the appropriate administrator.

Individuals who bring children to campus are responsible for their supervision at all times. College officials are to contact a parent or other party responsible for children left unattended on campus and inform them that children must be properly supervised while on campus.

Administrators and faculty members have the authority to enforce these guidelines.

Individuals who bring children to campus and refuse to abide by these guidelines are to be referred to the chief Student Affairs officer on the appropriate campus.

No children are permitted in labs, shops, clinical areas, or any area where potential hazards exist, with the exception of children directly involved in the instructional process (e.g., as patients in the Dental Clinic or observed children in the Child Care Lab).

## TRESPASSING

Pensacola State College adheres to Florida law addressing the crime of trespassing. Although, as a state college, we are open to the general public, specific situations may constitute the crime of trespassing. In those cases, any law enforcement officer may arrest, either on or off the premises, and without warrant, any person whom the law enforcement officer has probable cause to believe has committed any of the specific offenses addressed in the following Florida laws:

F.S.S. 810.08 Trespass in Structure or Conveyance;

F.S.S. 810.09 Trespass on Property Other than Structure or Conveyance;

F.S.S.810.095 Trespass on School Property with a Firearm or Other Weapon Prohibited;

F.S.S. 810.09 Trespass Upon the Grounds of a School Facility.

Florida State Statutes are accessible through the following website: [www.flsenate.gov/Statutes/index.cfm](http://www.flsenate.gov/Statutes/index.cfm) Additionally, an individual may be removed from campus for violation of any applicable Board Policy and Procedure.

## STUDENT MOTOR VEHICLE REGULATIONS

1. All students and employees operating motor vehicles on any Pensacola State College campus must register their vehicles at the time of class registration or upon employment. Register in the Pensacola State College Public Safety Department on any Pensacola State College campus.
2. Registered vehicles will be issued a Pensacola State College parking decal. To obtain a decal, the student must present a current student identification card (or receipt for fees paid) and a current vehicle registration. Employees must present a Pensacola State College ID or a copy of their contract as well as their vehicle registration. There is no charge for parking decals. Vehicle registration procedures apply to part-time as well as full-time students and employees.
3. The decal shall be permanently affixed to the rear window (right side) or rear bumper (right side) so that permit is clearly visible from behind. Motorcycles and similar vehicles shall display the permit on the rear of the vehicle so that it is clearly visible from behind.

4. If a decal is lost, becomes illegible, or is invalid due to expiration, it is the student's or employee's responsibility to immediately register the vehicle.
5. Decals are non-transferable.
6. The person who registered a vehicle and was issued a decal for it is, at all times, responsible for that vehicle, regardless of who is driving the vehicle. If the vehicle is sold, the decal should be removed.
7. Parking decals are subject to revocation by the administration in the event of repeated violations of campus parking and traffic regulations.
8. Handicapped parking will be by decal issued by the state of Florida only. Contact the Pensacola State College Public Safety Department for additional information.

## OTHER REGULATIONS AND PROVISIONS

1. The parking and traffic regulations apply to motorcycles, motor scooters, and mopeds, just as they apply to other vehicles.
2. Motorized vehicles operated by Pensacola State College employees are permitted to operate on campus sidewalks, as are vehicles for disabled persons. Pedestrians will always have the right of way.
3. Every operator and passenger of a motorcycle or motor scooter shall wear an approved safety helmet, as required by law, while the vehicle is in motion.
4. College vehicles on emergency business are exempt from the rules in this section.
5. Skateboarding, skating, rollerblading, and riding scooters are prohibited on any Pensacola State College campus area.
6. The college assumes no responsibility for any damage to motor vehicles, or for any other loss, while the car is driven or parked on campus.
7. During special events, certain parking and/or driving areas may be restricted.
8. Bicycles are not allowed to be brought inside Pensacola State College buildings at any time.

## FUNDRAISING ACTIVITIES

Only College-recognized organizations may conduct fundraising projects. Such organizations may sell on campus consumable goods, if prepared in accordance with health department regulations, as well as non-consumable goods or services in order to raise funds for the support of activities, provided that this provision shall not be construed to allow the raising of funds for the support of activities or causes unrelated to the local college community, unless expressly authorized by the President or his/her designated representative. In the event that any controversy arises over whether a particular project is designed to raise funds for activities or causes unrelated to the local college community, or whether any item is improper for sale, the President or his/her designated representative shall resolve the controversy.

Any organization desiring to conduct a fundraising project on campus shall submit a written request describing the project to the appropriate Student Leadership and Activities Office on the form available from that office at least two weeks prior to the time that the organization desires to conduct the project. The completed form shall contain the signature of the organization's president and advisor, if applicable, when submitted to the appropriate Student Leadership and Activities Office for consideration. The activity may commence only after approval by the campus dean or the dean's designated representative.

Solicitation of donations, directly or indirectly, for support of any cause shall not be permitted on campus unless written permission from the President or his or her designated representative is first obtained.

This provision shall not be construed to allow the sale of printed matter as a fund raising project. The sale of printed matter on

campus is not permitted except within the operation of the college bookstores.

Fundraising projects must not conflict with other scheduled projects or programs and must be in accordance with local, state, and federal laws.

## SPEECH AND PUBLICATION GUIDELINES

### Guest Speakers

The freedom of speech and assembly guaranteed by the First and Fourteenth amendments of the United States Constitution shall be enjoyed by the students of Pensacola State College including the opportunity to hear off-campus or outside speakers on the College campus. Free discussions of subjects of controversial nature shall not be curtailed.

Students at Pensacola State College are expected to accept fully the responsibilities that accompany the freedoms of speech and assembly which they enjoy. When inviting an outside speaker, a student organization is charged with the responsibility of making a choice that reflects the students' genuine concern for the best interest and welfare not only of their own organization but of the College and the community as well.

Policies concerning the issuance of invitations to outside speakers shall be limited to the following:

1. A request to invite an outside speaker will be considered only when made by an organized student group recognized by the College.
2. Invitations by an organized group shall not be issued to an outside speaker without prior written concurrence by the President of the College, or such person or committee as may be designated by the President (such person or committee thereafter referred to as his or her authorized designee), for scheduling of speaker dates and assignments of campus facilities.
3. Any speaker request shall be made in writing by an officer of the student organization desiring to sponsor the proposed speaker not later than ten calendar days prior to the date of the proposed speaking engagement. This request shall contain the name of the sponsoring organization; the proposed date, time and location of the meeting; the expected size of the audience; and topic of the speech. Any request not acted upon by the President, or his or her authorized designee, within four days after submission shall be deemed granted. A request made by a recognized organization may be denied only if the President or his or her authorized designee determines, after proper inquiry, that the proposed speech will constitute a clear and present danger to the institution's orderly operation by the speaker's advocacy of such actions as
  - a. The violent overthrow of the government of the United States, the state of Florida, or any political subdivision thereof;
  - b. The willful damage or destruction, or seizure and subversion of the institution's buildings or other property;
  - c. The forcible disruption or impairment of, or interference with, the institution's buildings or other property;
  - d. The physical harm, coercion, intimidation or other invasion of lawful rights of the institution's officials, faculty members or students;
  - e. Other campus disorders of a violent nature.

In determining the existence of a clear and present danger, the President or his or her authorized designee may consider all relevant factors, including whether such speaker has, within the past five years, incited violence resulting in the destruction of property at any state educational institution or willfully caused the forcible disruption of regularly scheduled classes or other educational functions at any such institution.

4. Where the request for an outside speaker is denied, any sponsoring organization thereby aggrieved shall, upon

application to the President or his or her authorized designee, obtain a hearing within two days following the filing of its appeal before the Student/ Faculty Relations Panel for a de novo consideration of the request. The matter may be referred to the District Board of Trustees of Pensacola State College if the Student/Faculty Relations Panel believes that the request was improperly denied by the President. Any sponsoring organization aggrieved by the action of the Student/Faculty Judiciary or the District Board of Trustees in denying the request may obtain judicial review upon application at any court of competent jurisdiction, state or federal, by presenting its verified petition setting forth the grounds of complaint and giving adequate notice of such filing to the President. Upon a hearing to be conducted as soon as practicable, and at such time and place as the court may prescribe, the court shall either reverse or affirm the decision of the President as may be proper under the law and facts.

5. When the request for an outside speaker is granted and the speaker accepts the invitation, the sponsoring organization shall inform the President or his or her authorized designee in writing immediately. The president or his or her authorized designee may, at his or her discretion, require that the meeting be chaired by a member of the administration or faculty and may further require a statement to be made at the meeting that the views presented are not necessarily those of the institution or of the sponsoring group. In accepting the invitation to speak, the speaker assumes full responsibility for any violation of law committed by him while he is on campus.

#### **Public Address Area**

1. Students, faculty, administration, staff or non-students may use the address area for free speech, advocacy, and recruiting any time the College is officially in session. The area used for this purpose on the Pensacola campus is defined as the triangle directly in front of the Student Center and bounded by the sidewalks. This area is identified on the campus map and does not include the sidewalks, which are used as boundaries. The address area on the Warrington campus is on the south side of the west entrance to Building 3600. On the Milton Campus, it is just to the North of the entry to the covered walkway to building 4200.
2. Although no prior request for use of the area need be made for extemporaneous expression, individuals reserving the use of the area have priority.
3. When reservations are made for use of the area, they will be made on a first-come, first-served basis by the appropriate Student Leadership and Activities Office.
4. Individuals using the speaker's area during extemporaneous discussion must, as a matter of courtesy, yield the platform after a reasonable amount of time when others desire to speak.
5. Speech within the address area is subject to the regulations of the College and all local, state and federal laws. Individuals who use speech which defames another, which is obscene, or which constitutes a clear and present danger to the institution's orderly operation may be enjoined by the College and such speech may provide grounds for action under the Code of Conduct. The provisions of the Code of Conduct apply to the address area as well as other areas of the campus.

#### **Posting, Distributing, Exhibiting Printed or Filmed Material**

Students may distribute free non-commercial literature within the public address areas set aside by the College. Tables and easels may be set in designated areas. In these areas, signs may be used in conjunction with the tables. Tables should be supervised at all times. In the event of congestion or unreasonable interference with the flow of students passing through the area, the campus dean or his or her designee may reasonably regulate such activity.

Non-commercial notices may be posted by students and registered student groups on all bulletin boards. All postings must be cleared

through the appropriate office to avoid congestion and to obtain optimum use of facilities available.

Students are expected to use mature judgment and a sense of discretion in the publication, posting, and distribution of any material on campus and to realize that they and their group or organization must accept responsibility for the consequences of their behavior.

The President or his or her authorized designee may prohibit the distribution on campus of any material or publication or the showing on campus of any films containing obscene or defamatory matter, or containing matter which the President or his or her authorized designee reasonably believes would incite others to take action which would substantially disrupt or materially interfere with school activities. Should the President prohibit the distribution of any film on campus, the student or recognized student group thereby aggrieved shall, upon written application to the President or his or her authorized designee, obtain a hearing within two days following the filing of the appeal before the Student Relations Panel. The appeal procedure shall be the same as provided in the case where the President denies a student organization's request to invite an outside speaker to appear on campus.

Responsibility for editorial or other content of publications distributed on campus shall lie with the sponsoring agency, group, or organization. All publications distributed on campus should appropriately indicate that the opinions expressed therein are not necessarily those of the College or of the student body. The use of the College name, seal, or other official insignia in printed matter shall not imply that the College approves, supports, or endorses the contents.

1. On the Pensacola campus, all posting must be approved by the Student Leadership and Activities Office; on the Milton and Warrington campuses, all posting must be approved by the Student Services Office.
2. Posting includes the following: posters, small banners, sheet banners hung between trees, stake signs, changeable signs, table tents, flyers, rolling signs, easel signs, and commercial advertisements.
3. Posting may be done two weeks prior to any club/ organization or Pensacola State College sponsored event including athletics, intramurals, homecoming, mid-term, organization week, and various elections.
4. Posting outlined in (2) above may be done on all campus bulletin boards, in the gymnasium, and on the carpeted wall in the Warrington Student Services area.
5. No posting will be allowed on doors or glass or on building walls other than the gymnasium interior walls.
6. Any posting should be removed within one school day after the event has taken place. It is the responsibility of those putting up the posting to take it down.



# STUDENT RIGHTS

## BASIC STUDENT PROCEDURAL DUE PROCESS RIGHTS

Pensacola State College will observe the fundamentals of due process to reach a fair, equitable, and consistent resolution for students with complaints and grievances. Due process will be observed in the adjudication of alleged student violations of College policies and procedures. A student pursuing either a non-academic or academic complaint/grievance may use Pensacola State College's Student Advocate/Student Ombudsman at no cost or obligation. The use of the services of the Student Advocate/Student Ombudsman is to be determined by the student.

## Appeals Available To Students

### Non-Academic Appeals

- **Student Motor Vehicle Regulations:** Students who wish to dispute an alleged violation of the Student Motor Vehicle Regulations may submit an appeal to the Traffic Appeals Court through the Student Leadership and Activities Office on the appropriate campus.
- **Discrimination and Harassment Outside of the Classroom Setting:** A student with a complaint regarding issues of discrimination or harassment, including Title IX and Section 504, that occur on campus (but not as part of the classroom setting) should bring the issue to the immediate attention of the Associate Vice President of Institutional Diversity.
- **Code of Conduct Violations:** A student accused of violating a section or sections of the Pensacola State College Code of Conduct shall be entitled to certain procedural rights. See the Code of Student Conduct Violations in the Non-Academic Appeals Procedure section of the College Catalog.

### Academic Appeals

- **Grievances of Classroom and Instructor Issues:** A student with a complaint regarding specific issues related to a member of the Pensacola State College faculty, including Title IX and Section 504, may seek resolution through this process.
- **Discrimination and Harassment within an Academic Setting:** A student with a complaint regarding issues of discrimination or harassment, including Title IX and Section 504, that occur on or off campus within an academic setting, should bring the issue to the immediate attention of the Associate Vice President of Institutional Diversity.
- **Grade Grievance Procedure:** A student who disputes a grade assigned by a faculty member has 10 working days from the time of grade assignment to initiate a grievance. After the 10 day period, the student loses the right to file a grievance (see p. 25) and no other administrative remedy or campus option is available.
- **Graduation Policy Exception:** Students who wish an exception to an existing graduation policy may appeal to the Student Academic Appeals Committee.
- **Reinstatement in Class:** A student who has been withdrawn for excessive absences may request consideration for reinstatement by discussion with the instructor. If the instructor does not permit continued enrollment, the student may appeal to the Student Academic Appeals Committee.
- **Late Withdrawal:** A student who wishes to withdraw from a class after the established withdrawal deadline may petition the Student Academic Appeals Committee.
- **Academic Suspension or Academic Dismissal:** A student who has been placed on academic suspension or who has been dismissed for academic reasons may petition for continued enrollment to the Student Academic Appeals Committee.

## NON-ACADEMIC APPEALS PROCEDURES

### Student Motor Vehicle and Parking Violations

- Students may appeal motor vehicle and parking ticket violations through the Student Leadership and Activities Office on the appropriate campus.
- The student must appeal the ticket violations within ten (10) class days after receiving the ticket. Appeals received after this time will not be considered.
- There must be justifiable reasons for the appeal process to be initiated. The Student Government Association Traffic/Parking Appeals Committee will review the appeals.
- The SGA Traffic/Parking Appeals Committee will either uphold the issuance of the ticket or recommend that the ticket be rescinded.
- The Director for Student Life will review the SGA Traffic/Parking Appeals Committee's recommendation. The decision of the Director for Student Life is final.

### Non-Academic Discrimination and Harassment

- Students claiming they have been discriminated against or harassed in a non-academic environment at Pensacola State College should immediately notify the Associate Vice President of Institutional Diversity of their claim. The office is located in Building 7 on the Pensacola campus.
- Pensacola State College does not permit discrimination upon the basis of race, gender, religion, marital status, national origin, age, disability, or sexual orientation.

### Code of Student Conduct

- The Pensacola State College Code of Student Conduct is published in the College Catalog. A student accused of violating the Pensacola State College Code of Student Conduct shall be entitled to certain procedural rights outlined below. Students attending Pensacola State College are expected to abide by the Pensacola State College Code of Student Conduct.
- In some instances student conduct off campus can also be reviewed by Pensacola State College. The primary goal of the review process is to "educate" the student of the value to adhering to the established Pensacola State College Code of Student Conduct.
- In the event the Director for Student Life and/or the Vice President of Student Affairs determines that the continued presence of a student on the campuses of Pensacola State College poses an imminent threat to the student and/or the campus community, the Director for Student Life and/or the Vice President of Student Affairs of Pensacola State College shall have the authority to immediately remove the student from the campuses without the immediate entitlement of due process for the student. The student may request the initiation of due process only when the Director for Student Life and/or the Vice President of Student Affairs determine that the student no longer poses a threat to him/herself or others in the college community.

### Informal Process

The Director for Student Life or his/her designee shall attempt to informally resolve the alleged violation of the Pensacola State College Code of Student Conduct with the student. This process may include the implementation of a disciplinary sanction that is agreed upon by the Director for Student Life or his/her designee and the student involved. The mutually agreed-upon resolution associated with this process is final and cannot be appealed. In the event resolution to the alleged violation of the Pensacola State College Code of Student Conduct cannot be reached during the informal process, the matter will be referred to the formal process for resolution.

### **Formal Process**

1. The student shall receive written notification of the alleged violation of the Pensacola State College Code of Student Conduct. The written notification will be provided to the student within five class days by the Office of the Vice President of Student Affairs or his or her designee. The written notification shall be delivered to the student by certified mail with return receipt.
2. The student will be required to schedule a hearing with the Student Judicial Review Board to review the alleged violation of the Pensacola State College Code of Student Conduct. Optimally, the meeting will be scheduled within five class days of receipt of the written notice.
3. The Office of the Vice President of Student Affairs shall convene the hearing of the Student Judicial Review Board. The Student Judicial Review Board shall consist of two members of the faculty, two members of the Career Service organization, and two members of the student body.
4. The Director for Student Life or his or her designee shall present the evidence associated with the alleged violation of the Pensacola State College Code of Student Conduct.
5. The student shall be entitled to appear in person and to present his or her defense to the Student Judicial Review Board and may call witnesses on his or her behalf. If the student does not appear, and has not provided satisfactory justification to the Director for Student Life for non-appearance, the hearing shall be held in the student's absence.
6. A recording of the hearing shall be made and retained by the Office of the Vice President of Student Affairs.
7. Following the hearing, the Student Judicial Review Board will convene and recommend to the Office of the Vice President of Student Affairs a disciplinary sanction, if applicable. The Office of the Vice President of Student Affairs can either accept the recommendation, reject the recommendation, request the Student Judicial Review Board reconvene to further review the evidence in the case, or modify the recommendation of the Student Judicial Review Board.
8. The Office of the Vice President of Student Affairs will officially notify the student of the determination of guilt or innocence and the nature of sanctions. The decision of the Vice President of Student Affairs is final and cannot be appealed. The decision will be presented to the student, in writing, by certified mail with return receipt required.

### **Student Non-Academic Grievance and Appeals Process**

A student may file a non-academic grievance against another member of the student body or a member of the Pensacola State College staff, administration, and or faculty. To file a non-academic grievance, the student must submit, in writing, the nature of the non-academic grievance to the Office of the Director of Student Life. If the non-academic grievance is filed against the Director of Student Life, the submission of the non-academic grievance shall be made to the Office of the Vice President of Student Affairs. A student may withdraw a non-academic grievance anytime during the review process.

### **Informal Process**

The non-academic grievance shall first be reviewed in an informal hearing, conducted by the Director of Student Life or his or her designee. In the event the non-academic grievance is filed against the Director of Student Life, the Vice President of Student Affairs shall designate an individual to review the grievance in an informal hearing. All parties associated with the non-academic grievance will attempt to resolve the grievance in an informal manner. Should a resolution to the non-academic grievance be reached during the informal process, the non-academic grievance shall be discontinued and it cannot be further appealed.

### **Formal Process**

Should resolution of the non-academic grievance be not attained, the student has the option of pursuing the grievance in the formal process.

1. The student shall submit the non-academic grievance to the Office of the Vice President of Student Affairs.
2. In the event the non-academic grievance is filed against the Vice President of Student Affairs, the grievance will be submitted to the Office of the Vice President of Academic Affairs.
3. The Office of the Vice President of Student Affairs shall convene a meeting of the Student Non-Academic Grievance Appeals Board to review the non-academic grievance within five class days.
4. The Student Non-Academic Grievance Appeals Board will consist of two members of the faculty, two members of the Career Services organization, and two members of the student body.
5. The student will have the opportunity to present witnesses in support of the filed non-academic grievance.
6. The accused student, staff, faculty or administrator shall also be present during the grievance hearing, and have the right to question the grievant and witnesses.
7. A recording of the non-academic grievance hearing shall be made and retained by the Office of the Vice President of Student Affairs.
8. Following the hearing, the Student Non-Academic Grievance Appeals Board will convene and recommend to the Office of the Vice President of Student Affairs whether the non-academic grievance should be upheld or not.
9. The Vice President of Student Affairs shall review the recommendation and either accept the recommendation, reject the recommendation, request the Student Non-Academic Grievance Appeals Board reconvene to further review the recommendation, or modify the recommendation.
10. The Office of the Vice President of Student Affairs will officially notify the student and the accused student, staff, faculty, or administrator of the outcome of the grievance procedure. The decision of the Vice President of Student Affairs is final and cannot be appealed. The decision will be presented to the student and the accused, in writing, by certified mail with return receipt requested.

### **Records Retention**

The non-academic records of any student charged with an alleged violation of the Pensacola State College Code for Student Conduct and applicable appeals shall be maintained in the Office of the Vice President of Student Affairs. The records will be maintained and purged in accordance with state-approved records retention schedules.

### **Non-Academic Judicial Review Bodies**

- SGA Traffic/Parking Appeals Committee
- Office of the Director of Student Life
- Student Judicial Review Board
- Student Non-Academic Grievance Appeals Board
- Office of the Vice President of Student Affairs

## STUDENT ACADEMIC GRIEVANCE PROCEDURE

The purpose of the grievance procedure is to provide, at the lowest possible level, a means to mediate a fair and equitable solution to any complaint other than grade disputes (including Title IX and Section 504) that a student may have with a faculty member. A student with a complaint regarding issues of discrimination or harassment that occur on or off campus within an academic setting should bring the issue to the immediate attention of the Associate Vice President of Institutional Diversity. This procedure will not involve itself in any dispute in which the student is accused of a violation of the honor pledge or infraction of any rule or regulation governing the conduct of students, as set down by the institution.

The time limit indicated throughout this procedure should be considered as maximum, and every effort should be made to expedite the process. However, the time limits may be extended by mutual consent of the parties concerned.

Any student who has a grievance with a member of the faculty that has not been resolved to his or her satisfaction may take the following steps to resolve the issue:

### Informal Procedure

1. Within sixty days or less of the incident, the student should discuss the grievance with the department head to attempt to resolve the problem.
2. After the initial discussion with the appropriate department head, if the grievance is still not resolved, the student may discuss the grievance with the appropriate dean or designee.

### Formal Procedure

1. If, as a result of informal discussion, the grievance is still unresolved, the student may file a Formal Grievance Petition by outlining the grievance in writing on a prescribed form available from the Dean's Office.
2. Within one calendar week of filing of the formal grievance, the dean shall transmit the completed Formal Grievance Petition form and documentation to the Vice President of Academic Affairs.
3. The Vice President of Academic Affairs will appoint a chair of the Student-Faculty Relations Panel.
4. The Student-Faculty Relations Panel will schedule a hearing within two calendar weeks of the petition filing. The student will receive notification at least five days in advance of the grievance hearing and should appear at the hearing to present information and to call witnesses. Information and testimony in the hearing are limited to the scope of the complaint and the information provided during the informal process.
5. It is agreed that each party of a grievance shall furnish the other with any information in his or her possession which may be legally released and is necessary for the processing of grievances or complaints.
6. The Student-Faculty Relations Panel will recommend a solution to the complaint to the Vice President of Academic Affairs, in writing, within one calendar week after the hearing.
7. The Vice President of Academic Affairs or his or her designee will provide a written decision to the student within two calendar weeks of the receipt of the panel's recommendation.
8. No reprisals of any kind shall be taken against any student for participation in any grievance.
9. Nothing in this procedure shall be construed to deny any student any rights or benefits guaranteed by law.
10. A grievance may be withdrawn at any level by the student filing the grievance.
11. All documents, forms, communications, and records dealing with a grievance shall be filed separately from the permanent record files of the participants. A copy of the formal grievance and its final disposition will be filed in the office of the Vice President of Academic Affairs.

12. The student shall be entitled to be accompanied and advised by counsel or other representative, but he/she may not participate in the hearing.
13. All hearings are closed.

### Grade Disputes

The student has ten working days from when the final grades are posted on the Pensacola State College Student Information System (SpyGlass) to initiate a grade grievance. After the ten day period, the student loses the right to file a grievance and no other administrative remedy or campus option is available.

### Academic Appeals

See Academic Regulations and Policies for appropriate procedures in petitioning for reinstatement in a class, appealing an academic suspension or dismissal, and appealing any college policy (graduation, late withdrawal, etc.)

## STUDENT GRADE GRIEVANCE PROCEDURE

In order to institute this grade grievance procedure, the student will be prepared to show that course or grade requirements were not clearly explained in the section syllabus, requirements were not uniformly applied, requirements were changed without sufficient notice or for capricious reasons, the instructor's data was not accurate, the final course grade could not be reasonably derived from data given, and/or prejudice affected assignment of the grade.

The outcome of the process may be that the assigned grade will stand, assignment of the grade will be postponed until some agreed upon work has been completed, another grade will be substituted for the one originally assigned, or a compromise fitting the specific situation is reached.

In the event that the faculty member who assigned the grade is no longer employed by the College (due to resignation, retirement, or death), a faculty member from the same program or discipline will serve in the stead of the original faculty member. This substitute faculty member will be selected by a vote of the faculty members and the department head in the affected department or discipline.

In the event that the faculty member who assigned the grade will be returning to his or her position at the College but is temporarily away for longer than ten days, the faculty member will be notified by his or her department head of the impending action. Unless the faculty member agrees to be available to meet earlier or has an alternate solution, the time lines below shall be amended so that the initial ten days specified in Step One will not begin until the faculty member returns from the temporary absence. If, however, the Step Two deadline would be delayed longer than thirty calendar days, another full-time faculty member or administrator shall be designated to substitute. If the faculty member is unable to identify a substitute who is willing and able to fill this role, the department head shall serve as the substitute. For extenuating circumstances where the student cannot meet the ten day deadline, the student should contact the appropriate academic department head or dean for an extension of time. The student should be prepared to present appropriate documentation to explain the need for the extension.

### Informal Process

1. Within ten working days of when the student's grade is posted on the Pensacola State College Student Information System (SpyGlass), the student shall meet with the faculty member and present data to support his or her assertion.
2. Within ten working days, the faculty member must give fair hearing to the student's claim and consider the data in an attempt to resolve the issue. In the event that the resolution is not satisfactory to the student, the student may proceed to Step Three.
3. The student may meet with the department head and present data to support his or her assertion in the dispute. The department head must then meet and discuss the dispute with the faculty member. The department head must then attempt to resolve the dispute within ten working days. In the event

that the resolution is not satisfactory to the student, the student may proceed to Step Four.

4. The student may meet with the appropriate dean and present data to support his or her assertion in the dispute. The dean must then meet and discuss the dispute with the faculty member and department head. The dean must then attempt to resolve the dispute within ten working days. In the event that the resolution is not satisfactory to the student, the student may proceed to the Formal Student Grievance Process.

#### **Formal Process**

Within ten working days of when the student is notified of the dean's response, the student may begin the formal grievance process by outlining the grievance in writing and presenting the petition to the dean. A one-time panel including three students and three faculty members, none of whom shall have any direct connection with the parties involved. At least one of the student members and at least one of the faculty members must be from a related discipline in which the grade is being disputed. In the event that there is no related discipline, at least one student member and at least one faculty member shall possess demonstrated knowledge of or experience with the discipline area involved in the grade dispute. A chair for the panel will be selected by the Vice President of Academic Affairs.

### **STUDENT ADVOCATE/STUDENT OMBUDSMAN**

Reflecting Florida Statute 1006.51, K-20 Education Code, Pensacola State College has created the Office of Student Advocate/Student Ombudsman, which is accountable to the College President.

A student pursuing either a non-academic or academic complaint/grievance may utilize Pensacola State College's Student Advocate/Student Ombudsman at no cost or obligation. The use of the services of the Student Advocate/Student Ombudsman is to be determined by the student.

The Coordinator of Student Activities and Leadership Development on each campus shall serve as the Student Advocate/Student Ombudsman for his/her respective campus. Students are encouraged to consult with the Student Advocate/Student Ombudsman regarding

- Guidance and advice regarding the informal and formal processes associated with complaints and grievances.
- Assistance in seeking a mutually agreeable resolution of the complaint.
- Assistance throughout the informal and formal processes associated with complaints and grievances.
- Comprehension of existing policies and procedures of the College.

If a student's issue is related to academic standards of progress, graduation requirements, access to courses, or other academic policies, the Student Advocate/Student Ombudsman will advise and guide the student regarding the existing informal and formal academic grievance procedures. The Student Advocate/Student Ombudsman will initially endeavor to seek a mutually agreeable resolution of the student complaint, as stipulated by the existing informal academic grievance process.

If the informal resolution process fails to reach a mutually agreeable resolution, the Student Advocate/Student Ombudsman will refer the student to the Student Academic Appeals Committee. If requested by the student, the Student Advocate/Student Ombudsman will assist the student in completing the appropriate appeals form. The Student Academic Appeals Committee shall conduct a formal hearing and review of the documentation associated with the academic grievance. If requested by the student, the Student Advocate/Student Ombudsman may serve as an advisor to the student during the proceedings of the Student Academic Appeals Committee. The Student Advocate/Student Ombudsman may not speak on behalf of the student, but simply advise and guide the student during the hearings. The Student Academic Appeals Committee shall make a recommendation to the Vice President of Academic Affairs or his or her designee. The Vice

President of Academic Affairs or his/her designee shall review the student's petition and interview the student if necessary. If requested by the student, the Student Advocate/Student Ombudsman may serve as an advisor to the student during the interview process. The Student Advocate/Student Ombudsman may not speak on behalf of the student, but simply advise and guide the student during the interview. The Vice President of Academic Affairs or his/her designee shall either uphold, deny, or modify the recommendation(s) of the Student Academic Appeals Committee.

If the academic complaint relates to alleged discrimination and harassment issues, the Student Advocate/Student Ombudsman shall immediately and automatically refer the student to the Associate Vice President of Institutional Diversity for guidance and assistance.

If the student issue is related to a non-academic complaint, the Student Advocate/Student Ombudsman will advise and guide the student regarding the existing informal and formal non-academic grievance procedures. The Student Advocate/Student Ombudsman will initially endeavor to seek a mutually agreeable resolution of the student complaint, as stipulated by the existing informal non-academic grievance process. If the informal resolution process fails to reach a mutually agreeable resolution, the Student Advocate/Student Ombudsman will refer the student to the Director for Student Life who will convene an official hearing before the Student Judicial Review Board. If requested by the student, the Student Advocate/Student Ombudsman will assist the student in completing the appropriate Student Judicial Review Board Appeals Form. The Student Judicial Review Board shall conduct a formal hearing and review of the documentation associated with the non-academic grievance. If requested by the student, the Student Advocate/Student Ombudsman may serve as an advisor to the student during the proceedings of the Student Judicial Review Board. The Student Advocate/Student Ombudsman, however, may not speak on behalf of the student, but simply advise and guide the student during the hearings. The Student Judicial Review Board shall make a recommendation to the Vice President of Student Affairs or designee. The Vice President of Student Affairs or designee shall review the student's petition and interview the student if necessary. If requested by the student, the Student Advocate/Student Ombudsman may serve as an advisor to the student during the review process. The Student Advocate/Student Ombudsman may not speak on behalf of the student, but simply advise and guide the student during the interview. The Vice President of Student Affairs or designee shall either uphold, deny, or modify the recommendation(s) of the Student Judicial Review Board.

If the non-academic complaint relates to alleged discrimination and harassment issues, the Student Advocate/Student Ombudsman shall immediately and automatically refer the student to the Associate Vice President of Institutional Diversity for guidance and assistance.



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# ADMISSIONS

## GENERAL INFORMATION

In general, Pensacola State College is an open-door institution. However, depending on the applicant's intended program of study, certain admissions criteria must be met. Applicants for courses or programs offered by Pensacola State College may obtain admissions information and required forms from an admissions office on any campus or center. The application is also available on the Pensacola State College web site at [www.pensacolastate.edu](http://www.pensacolastate.edu).

Admitted students are provided an institutional email account called Pirate Mail. Pirate Mail is the official method of communication to the student from the College. Students should activate the Pirate Mail account within a week of admission and are expected to check their Pirate Mail accounts at least once per week, more often during a registration period. See complete details regarding Pirate Mail in this Catalog.

An applicant may be denied admission or be admitted with restrictions if evidence indicates that he/she has participated in activities that violate the Pensacola State College Code of Conduct. See the Student Rights and Responsibilities section of this Catalog. Falsification of information or failure to furnish correct information on any admission form will subject the applicant to denial of admission.

### Accreditation

Pensacola State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate degrees, associate degrees, certificates, and diplomas.

Verification of accreditation may be obtained from the Commission on Colleges at 1866 Southern Lane, Decatur GA 30033-4097 or by telephone to 404-679-4500.

### Social Security Number Collection and Usage Notification

In compliance with Section 119.071(5), Florida Statutes, Pensacola State College issues this notification regarding the purpose for the collection and use of an applicant's or a student's social security number (SSN). The SSN is collected and used only to perform the College's duties and responsibilities. To protect the identity of our students, Pensacola State College will maintain the privacy of the student's SSN and never release it to unauthorized parties in compliance with federal and state laws. The College assigns each student a unique student identification number, which is used for associated educational purposes at Pensacola State College including the access of college records.

#### **Pensacola State College may collect and/or use a student's SSN for the following purposes:**

- Federal legislation relating to the Hope Tax Credit require that all postsecondary institutions report student SSNs to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for Pensacola State College to collect the SSN of every student. A student may refuse to disclose his/her SSN for this purpose, but he/she may be subject to IRS penalties.
- The Florida public school system (K-12) uses the SSN as a student identifier. It is beneficial to have access to the same information for purposes of tracking and assisting students in the transition from one educational level to the next, linking all levels of the state education system. The intent is to establish a comprehensive management database of information which will co-reside with the Division of Public Schools Information Database and the State University System Database to provide integrated information at the state level for educational decision making.
- SSNs appear on official transcripts and are used for business purposes in accordance with parameters outlined by the United States Department of Education.

## Federal and State Regulations

- Tracking uses are authorized by SBE Rule 6A-10955(3)(c); 1008.386, FS and the General Education Provisions Act (20 USC 1221(c-1));
- Hope/Lifetime Tax Credits are authorized by 26 USC 6050S and Federal Register, June 16, 2000/IRC Section 25A ;
- Registration uses are authorized by 119.071(5), FS;
- Issuance of Form 1098T for tuition payment reports are authorized by 26 UWSC 3402, 6051; and
- The College Reach-Out Program (CROP) uses are authorized by 1007.34.FS.

## Basic Steps in Applying for Admission to the College

Several programs at Pensacola State College have additional admissions requirements to those listed here. The applicant is responsible for reviewing specific requirements for the chosen program of study listed in this Catalog or provided through the academic department with oversight responsibility for the program. Individuals interested in any health-related program are encouraged to seek admission assistance from the appropriate department.

1. Complete an Application for Admission and a Residence Statement. Applications are available in the admissions office on any campus or center as well as on the web site at [www.pensacolastate.edu](http://www.pensacolastate.edu).
2. Request official transcripts to be sent to the Registrar's Office at Pensacola State College. A high school transcript showing graduation, a GED score report, or a Home School Affidavit will document basic eligibility to the College. Official transcripts from each college or university attended must be submitted.
3. Submit placement test scores. ACT or SAT scores that are no more than two years of age will be accepted. Students who have not taken the ACT or SAT, or whose ACT or SAT scores are more than two years of age, may contact a test center on any campus or center to take the Postsecondary Education Readiness Test (PERT). Test scores are used for placement in reading, writing, and mathematics courses. The scores are not used for admission purposes. Transfer students who have completed college-level English courses with grades of "C" or better and college-level mathematics courses with grades of "C" or better will not be required to submit placement test scores. However, if the official transcript is not on file and evaluated by the time of the second term of registration, placement testing will be required.
4. Complete an Orientation/Advising session and meet with an advisor or the program director for the specific program to which admission is requested. Contact an advising office on any campus or center for information regarding orientation sessions. The College web site hosts an online orientation for those new students unable to schedule an orientation session on a campus or center.
5. Register for classes. In most instances, students will be provided an opportunity to register for classes upon conclusion of the orientation session. It will be at this time that new students will be provided information regarding online registration through SPYGLASS, the online student records system.

## Steps for Readmission to the College (Returning Students)

Any student who has attended Pensacola State College previously but not been in attendance within the previous 12 months must submit a reapplication form. The reapplication process may be completed in an admissions office on any campus or center. The reapplication may also be completed online at [www.pensacolastate.edu](http://www.pensacolastate.edu). The reapplication process will require updated contact information, names of any additional colleges attended, and the Residence Statement. Transcripts from colleges attended since prior enrollment at Pensacola State College must be submitted during the first term of re-enrollment. Returning students will not be reassessed the application fee.

## ASSOCIATE DEGREE ADMISSIONS

### First Time in College

An applicant for admission to any associate degree program must be a high school graduate with one of the below-listed credentials. In most cases, the awarding of financial aid is dependent upon receipt and validation of the high school credential.

#### 1. Standard High School Diploma

- A. Florida public high school graduates must have earned a standard high school diploma or the CPT-Eligible Certificate. The standard high school diploma or the CPT-Eligible Certificate must be designated on the official high school transcript.
- B. Students who have graduated from a regionally accredited high school in any other state must have an official transcript submitted to the College.
- C. Students who have graduated from a non-regionally-accredited high school will be considered for admission provided the high school transcript documents courses taken and grades earned in a classroom environment. Students who have completed their high school education through a non-regionally-accredited high school should contact the Registrar's Office for review of the secondary education transcript.

**NOTE:** High school diplomas issued on the basis of an assessment test may not be recognized for admission into an associate degree program. High school diplomas and transcripts purchased for a fee without any instruction received will not be recognized for admission. Students who have earned the Certificate of Completion (other than the CPT-Eligible Certificate) or the Special Diploma from a Florida public school will not be considered high school graduates for admission purposes.

- 2. **GED Equivalency Diploma:** Students who have received the General Education Diploma (GED) will be admitted. An official GED score report from the Department of Education in the state the GED was earned is required for admission.
- 3. **Home Educated Students:** Students who have completed a home education program (home school) must submit the Home School Completion Affidavit. The affidavit must be completed by a parent or legal guardian affirming that the student completed a home education program meeting State of Florida high school requirements. Documentation from the public school district will be required to ensure the home education program complied with state requirements for secondary education. The Home School Completion Affidavit is available in any admissions office on any campus or center.
- 4. **Foreign Educated Students:** Students who have completed secondary school education in other countries will be admitted provided the level of education is equivalent to high school graduation in the United States. Determination of equivalency is made by the College Registrar utilizing resources provided by recognized credentials evaluators and through best practices of admissions offices in the nation.
- 5. **Conditional Admission to Summer Classes for Graduating Seniors:** Pensacola State College provides an opportunity to high school seniors with anticipated high school graduation allowing summer enrollment in classes that begin before the actual high school graduation date. Under this conditional admission, the graduating high school senior may enroll at his/her own expense in courses during the Summer Term of the year graduation is anticipated. Federal aid and scholarship opportunities are usually not available to the student admitted under this condition.

### Entry-Level Testing

All associate degree students are required to satisfy college placement test requirements.

Placement tests do not determinate admission; they are used to determine the appropriate placement in college-level English, writing-intensive, and mathematics courses. Students may provide scores from either the SAT or the ACT, but the test scores must not be more than two years of age. No student, including non-degree students, will be permitted to enroll in any college credit English,

writing-emphasis, or mathematics course or any course having an English, mathematics, or reading prerequisite without meeting the state-mandated minimum scores on the placement test.

Applicants who have not taken the SAT or ACT are required to take the Postsecondary Education Readiness Test (PERT) through a testing center on any campus or center.

**Requirement for SLS1101 College Success:** Students whose placement test scores indicate the need for enrollment in two or more college preparatory/developmental courses must also enroll in SLS 1101 College Success. Enrollment in the required college preparatory/developmental courses should begin in the first semester of attendance but must begin before the 12<sup>th</sup> credit hour is attempted. Enrollment in other college-level courses is permitted provided the student is also enrolled in at least one of the required college preparatory/developmental courses.

**Requirement for Developmental Math I and II:** Mathematics remediation, determined by placement test scores, will be required of all students following a curriculum leading to the associate in science or associate in applied science degree even if a college-level mathematics course is not specified in the curriculum for the degree. The associate degree will not be awarded until the student has demonstrated readiness for a college-level algebra course.

Transfer and baccalaureate applicants should review testing information in the appropriate admissions section below.

**Transfer Students:** Students are admitted as transfer students if they have previously attended a college or university accredited by one of the six regional accrediting associations. The transfer student must request official transcripts to be sent directly from the issuing institutions to the Registrar's Office at Pensacola State College. Transcripts marked "issued to student" will not be accepted. All college transcripts must be received and evaluated by the time the transfer student registers for his/her second term of enrollment.

**Financial Aid:** In most instances, financial aid is dependent upon receipt and evaluation of transcripts from previously attended institutions. In some instances, students anticipating financial aid eligibility who have attended non-regionally accredited institutions will be required to have official transcripts from those institutions submitted to the College even though the College may not require those transcripts for admission purposes.

**Transfer students with grades of "C" or better** in courses determined to be equivalent to ENC1101 English Composition I will not be required to take the reading/writing portion of the placement test. Transfer students with grades of "C" or better in courses determined to be equivalent to MAT1033 Intermediate Algebra (or a higher-level mathematics course) will not be required to take the mathematics/algebra portion of the placement test. Transfer students who do not document placement testing exemption with transfer courses and grades as indicated here will be required to take the placement test.

All credits attempted at the freshman and sophomore levels at regionally accredited institutions will be recorded as transfer credits. An accepted transfer course satisfies general education requirements for the associate degrees only if the course is essentially the same as a corresponding Pensacola State College course. Final determination of transfer credits and course equivalency is made by the College Registrar. The evaluation process is normally completed within six weeks of transcript receipt, and the student will be notified by Pirate Mail when the evaluation is complete. Credits accepted and the manner in which those credits meet degree requirements may be viewed by students through their Spyglass records (unofficial transcript and degree audit). Students admitted to baccalaureate programs will have transcripts reviewed for possible transfer of junior and senior level courses. See Baccalaureate Program Admission

Remedial course work from non-Florida colleges or universities will not be accepted in lieu of placement test scores.

Grades of "D" or "F" will be accepted for transfer under the terms of the State Articulation Agreement and State Board of Education rules. Credits earned more than 20 years prior to enrollment at Pensacola State College may be subject to review as equivalent courses for transfer purposes.

**Credits from Non-Regionally-Accredited Colleges:**

Students who have completed course work at a college or university that does not hold accreditation from one of the six regional accrediting agencies will not be required to submit transcripts from those institutions for admission purposes. However, the transcripts may be required for the determination of financial aid eligibility. Students who wish to pursue the awarding of transfer credit for course work completed at a non-regionally-accredited institution should consult with the Registrar's Office or an advisor regarding the procedure in place for seeking transferability of courses. The course must be equivalent to courses offered at Pensacola State College and must meet the criteria established by one of the six regional accrediting agencies in regard to faculty credentialing, course competencies, textbook utilization, course length, etc.

**Credits from Institutions in Other Countries:** Students who have completed college-level courses in other countries will not be required to submit transcripts. However, if the student wishes to have credit earned in another country considered for transfer purposes, the student will be responsible for securing the evaluation services of a recognized credentials evaluation agency. Information regarding this process may be obtained in any admissions office. Pensacola State College will not be involved in the fees charged by the credentials evaluation agency.

The recommendations made by the credentials evaluation agency will be reviewed, and coursework may be accepted provided the courses are comparable to courses taught at Pensacola State College.

College credits for English composition courses will not be accepted unless the student's placement test scores indicate readiness for ENC1101 English Composition I. English courses taught in the English as a Second Language format will not be considered equivalent to either ENC 1101 or ENC 1102.

**Certificate and Applied Technical Diploma Program Admission**

Applicants to college credit certificate programs, vocational credit certificate programs, or applied technical diploma programs are subject to admissions requirements as indicated above. Placement testing will not be required unless the program contains an English course or a mathematics course. Some vocational credit certificate programs do not require the high school diploma. Please review specific admissions requirements for the program. Basic admissions information follows:

1. Individuals who have graduated from high school are eligible for enrollment in vocational credit programs.
2. Individuals who have not graduated from high school but are at least 16 years of age and legally withdrawn from a regular school system may be admitted into certificate programs provided the specific program does not require high school graduation.
3. Unless required for admission into the particular program or for financial aid eligibility requirements, transcripts are not required. An application for admission and Residence Statement is required. See the Residency Classification section of this Catalog for information.

**BACCALAUREATE PROGRAM ADMISSION**

Pensacola State College offers a Bachelor of Applied Science in Administration and Supervision. The BAS program has four areas of concentration: Graphic Design Management, Health Care Management, Organizational Administration, and Public Safety Management. The College also offers a Bachelor of Science in Nursing (BSN).

The BAS and BSN degrees are designed to provide a career ladder for those who have completed an associate degree and wish to continue their educations at the baccalaureate level.

An applicant for admission to the BAS program will be admitted with the following:

- Completion of the Pensacola State College baccalaureate admission form and Residence Statement. See the Residency Classification section of this Catalog for information.

- Submission of all college transcripts with documentation that the applicant has earned an associate degree or earned credit in no less than 60 semester hours from regionally accredited institutions.
- Completion of entry-level placement testing unless the applicant's transcript reflects grades of "C" or better in general education English or mathematics. Applicants whose test scores indicate the need for remediation (college preparatory/developmental placement) will not be admitted into the baccalaureate program or baccalaureate courses until the required college preparatory/developmental courses are satisfactorily completed.

An applicant for admission to the BSN program will be admitted with the following:

- Completion of the Pensacola State College baccalaureate admission form and Residence Statement.
- Submission of all college transcripts with documentation that the applicant has earned an associate degree in registered nursing or a nursing diploma issued through an accredited nursing program.
- Possession of a current and unrestricted registered nursing license.
- Completion of entry-level placement testing unless the applicant documents earning grades of "C" or better in general education English or mathematics. Applicants whose test scores indicate the need for remediation (college preparatory/developmental placement) will not be admitted into the baccalaureate program or baccalaureate courses until the required college preparatory/developmental courses are satisfactorily completed.

**Foreign Language Requirement:** Baccalaureate students are subject to the foreign language requirement established for upper-division admission. Students who have not completed two years of the same foreign language in high school or who have not completed eight college credit hours of the same foreign language may be admitted. However, completion of eight college credit hours of foreign language must be earned before completing the program.

**NON-DEGREE STUDENTS**

Applicants who do not wish to earn a degree or certificate from Pensacola State College and wish to take credit courses may not need to provide transcripts from high schools or colleges. However, an individual requesting non-degree seeking classification and enrolling in courses having prerequisites, courses with placement testing requirements, or other admissions requirements may be required to provide evidence of prior educational course work. Pensacola State College understands that many individuals enroll in courses to upgrade employment skills or for personal interest and enjoyment. Students seeking non-degree status will be required to submit the application and Residence Statement. The application and Residence Statement are available in an admissions office on any campus, any center, or on the web site.

Non-degree seeking students will not be permitted to enroll in any college credit English course, mathematics course, or any course designated as writing intensive unless eligibility is documented with the approved minimum placement test score or college transcripts showing that the prerequisite for the course has been met.

Non-degree seeking students who subsequently declare a program of study will be required to meet admissions requirements as indicated above for degree-seeking students.

**College Graduates:** Individuals who have earned a bachelor's or higher degree are eligible for enrollment in any course unless the course has restricted admission, placement testing requirements, or prerequisites that have not been met.

**Transient Students:** Students pursuing degrees at other colleges or universities may be admitted as transient students to transfer courses back to their home institutions. A transient form or some other written authorization from the home institution is required indicating the specific course(s) to be taken and the home institution's willingness to accept the credits earned. The transient form or written authorization must be submitted prior to registration. Testing requirements may be in place for the transient student.

Students whose home institution is a Florida college or university may complete the electronic transient authorization process through [www.FACTS.org](http://www.FACTS.org)

**Special Student Admission (Non-graduate):** The Special Student admission classification is designed for those students enrolling in credit classes without the high school diploma or its equivalent. The Special Student must be at least 18 years of age and not currently enrolled in a K-12 program. The Special Student is permitted to accumulate 15 credit hours in this status and is encouraged to earn the GED diploma during the first term of enrollment. The GED diploma is required to continue enrollment beyond the 15<sup>th</sup> credit hour. After earning the GED diploma, the Special Student may request to change to degree-seeking status or continue as a non-degree seeking student.

**Audit Students:** Students who plan to audit a course must meet Pensacola State College admissions and course placement requirements. Audit students must declare the audit status prior to the end of the schedule adjustment period by completing an audit request form in any registration office. Students auditing classes will be assessed the same fees as a grade-seeking student.

**Senior Citizens:** An individual who is 60 years of age or older is eligible for enrollment in any course unless the course has restricted admission, placement testing requirements, or prerequisites that have not been met. A decreased fee assessment is available to eligible senior citizens who delay registration in courses on a seat-available basis. Senior citizens interested in the decreased fee assessment are encouraged to discuss the process with a cashier's office on any campus or center.

**Collegiate High School Admission:** The Collegiate High School program is housed in the Hobbs Center on the Pensacola Campus. The Collegiate High School is designed to provide students an opportunity to earn the high school diploma. Residents of Florida will be assessed \$30 per semester regardless of the number of courses being taken. Residents of Alabama will be entitled to the Alabama Tuition Differential of \$31 per semester regardless of the numbers of courses being taken. Students who do not meet the residency requirements established by Florida Law will be assessed \$120 per semester. All students enrolled in Collegiate High School courses will be responsible for purchasing their own textbooks.

**Eligibility for the Collegiate High School is as follows:**

Applicants must be at least 16 years of age and not currently enrolled in any K-12 school system. Applicants must not have earned a high school diploma or the GED diploma in any state.

Admission documents required include the following:

1. **Collegiate High School Application Form:** available at the Collegiate High School located in Building 11 on the Pensacola Campus or a registration center on any campus or center.
2. **Registration information** including beginning dates for terms/sessions may be obtained from the High School or any registration center.
3. **Statement of Residence:** A Residence Statement is required. See the Residency Classification of this Catalog for information.
4. **Parent Agreement Form:** Applicants under the age of 18 must have the agreement of a parent or legal guardian for enrollment in the Collegiate High School. The agreement form is included on the application for admission.
5. **Transcript:** Official copies of transcripts from previously attended high schools must be on file before registration in a second term will be permitted. Applicants are encouraged to bring a personal copy of their high school record with them for advising purposes. The official transcript must be sent directly from the issuing high school to the Registrar's Office.
6. **Home Education (Home School) Credits:** Students who have been enrolled in a home education program will have work evaluated in accordance with rules established at the state level. Successful completion of courses in residence is required before home school courses will be accepted and

posted to a student's permanent Collegiate High School record.

**Escambia County (FL) and Santa Rosa County**

**Applicants:** Additional admission requirements are in place for the student who is enrolling with the Collegiate High School after withdrawing from a school in Escambia or Santa Rosa County. The applicant must present the official withdrawal form as well as a statement of eligibility to return.

**Co-enrollment from a District High School:** High school students in area public schools may be required to co-enroll in a course offered through the Collegiate High School. Co-enrollment is limited to two courses per academic year, and no fees will be assessed to the students.

**Adult Education Admission:** The Adult Education Department offers non-credit classes for adults who want to improve basic academic skills, prepare for the GED examinations, and/or learn English. Eligibility requirements are as follows:

- Applicants must be at least sixteen years of age.
- Individuals anticipating enrollment in any Adult Education class must submit the Admission/Registration Form and a Residence Statement.

Residents of Florida will be assessed \$30 per semester regardless of the number of courses being taken. Residents of Alabama will be entitled to the Alabama Tuition Differential of \$31 per semester regardless of the numbers of courses being taken. Students who do not meet the residency requirements established by Florida Law will be assessed \$120 per semester. See Residency Classification section of this Catalog.

See the Adult Education section of the Catalog for course offerings and contact information.

**Limited Access Program Admission:** Certain Pensacola State College programs carry additional admission requirements so that the College and its students are able to meet certification and professional accreditation standards. Individuals interested in a limited access or selective admission program should contact the department with oversight responsibility for the program. The limited access programs include, but are not limited to, the following: Registered Nursing, Dental Hygiene, Sonography, Emergency Medical Technician, Paramedic, Health Information Management, Physical Therapy Assistant, Radiography, Massage Therapy, Health Unit Coordinator, Practical Nursing, Medical Assistant, Pharmacy Technician, EKG, and Surgical Technology. See Programs of Study section of the Catalog.

## DUAL ENROLLMENT

The purpose of the Dual Enrollment program is to provide college-level instruction to qualified high school students through the effective utilization of state college programs and resources. The Dual Enrollment program is administered in accordance with State Board of Education Regulation 6A-10.0241 Articulation Plans for College Level Instruction for High School Students.

The courses to be offered under articulation agreements with Escambia County and Santa Rosa County school districts include courses for which credit is applied to the associate degree (or certificate) and to the high school diploma. Eligibility criteria and enrollment procedures comply with Florida Law and State Board of education regulations as well as the Inter-Institutional Articulation Agreements agreed upon by the districts or the eligible private schools, and Pensacola State College.

Student success in dual enrollment courses is dependent upon both academic readiness and social maturity. Students who achieve minimum placement scores on state-approved placement exams, who have attained junior-year status or higher in high school, and who meet the minimum grade point average requirements are eligible for admission in to the dual enrollment program.

Dual enrollment students are exempt from tuition, matriculation, and laboratory fees. Public school students participating in dual enrollment may have books provided by the high school. Private school and home educated students are responsible for purchasing their own textbooks.

**Admission:** Dual enrollment students must meet the eligibility criteria established by state rules and specified in the applicable Inter-Institutional Articulation Agreement.

The following documents must be submitted to the Dual Enrollment Coordinator:

1. Dual Enrollment Application.
2. Dual Enrollment Approval form signed by principal or designee indicating the course(s) to be taken through Pensacola State College.
3. Placement test scores that are not more than two years of age.
4. The Dual Enrollment Approval form completed by the high school will be required each term of enrollment.

Each area high school is assigned a liaison advisor for dual enrollment purposes. Interested students and their parents may contact the Advising Center for general dual enrollment information. The first step for interested students should be the guidance office at the high school.

## INTERNATIONAL STUDENTS

Individuals who have been granted legal permanent resident status will be required to submit the same admissions documents as a United States citizen to include the establishment of residence for tuition purposes.

Individuals who plan to attend Pensacola State College while in the United States on a visa other than the F-1 Student Visa should contact the Registrar's Office to determine eligibility. Several visa categories will permit enrollment in college courses during the temporary stay in the United States.

Undocumented aliens will be permitted to enroll at Pensacola State College but will not be able to declare a status as resident for tuition purposes. The undocumented alien will not be eligible for any financial assistance.

Individuals who will require the F-1 Student Visa, including those who are transferring the F-1 Visa from another institution to Pensacola State College, must present the documentation listed below.

Official copies of all documentation are required. International mail delays, transcript verifications, Bureau of Citizenship and Immigration Services (BCIS) regulations governing the issuance of the Immigration Form I-20, consular appointments, etc., must be anticipated. The College encourages non-citizen students seeking the F-1 Student Visa to begin the application process at least four months in advance of anticipated enrollment. Required application papers and credentials include the following:

- A. International Student Application for Admission** The International Student Application is available in an admissions office or on the web site at [www.pensacolastate.edu](http://www.pensacolastate.edu).
- B. Secondary School Records** Official transcripts of secondary school records are required. Transcripts in languages other than English must be translated with certified translations provided. The secondary school record documents of an applicant who has completed his/her secondary education in a foreign country are evaluated in accordance with the general regulations governing admission of freshman students as well as guidelines established by the American Association of Collegiate Registrars (AACRAO) and the National Association of Foreign Student Advisors (NAFSA).
- C. College Transcripts** International students who have attended colleges in the United States must have official transcripts sent to Pensacola State College. Students who have completed college-level work at institutions outside of the United States and wish to receive transfer credit will be required to seek the services of recognized credentials analyst. See Transfer Students from Other Countries.
- D. Financial Support Documentation** An official statement from the applicant's (or sponsor's) bank or other financial institution is required and must verify the availability of sufficient funds for tuition, matriculation, books, and living expenses. All monetary amounts must be indicated in United States dollars. If the international student will be provided funding through his/her home

country's government or some other agency, documentation verifying the availability of sufficient funds for tuition, matriculation, books, and living expenses, etc., must be submitted.

- E. Language Proficiency** For those international applicants whose native language is not English, the Test of English as a Foreign Language (TOEFL) will be required. The minimum score acceptable for admission is 500 (on the paper-based exam), 173 (on the computer-based exam), and 61 (on the internet-based exam). An official TOEFL score report must be sent directly to the Registrar's Office; Pensacola State College's school code for this purpose is 5535. Student copies of the TOEFL score report will not be accepted. Students who have not taken the TOEFL but have completed an English Language School (ELS) through Level 109 will be considered. An official ELS transcript must be sent directly to the Registrar's Office from the testing agency or the institution offering the ELS program. No exceptions will be made to these requirements for language proficiency.
- F. Medical/Health Insurance** Health insurance with hospitalization coverage is required. Evidence of a health insurance policy valid in the United States and covering the period of enrollment must be documented prior to registration.
- G. The Immigration Form I-20:** When all required documents and credentials are received, Pensacola State College will issue the Immigration Form I-20 recorded through the Student and Exchange Visitor Information System (SEVIS) of the United States Department of Immigration and Customs Enforcement. The admitted international student will be responsible for establishing an appointment with the appropriate Embassy and paying any fees associated with the process to receive the F-1 Student Visa.

## APPLICATION FORMS AND ACADEMIC CREDENTIALS

All application forms and academic credentials should be on file well in advance of registration. Students with incomplete admissions files may be granted provisional admission for the initial term of enrollment. Registration beyond the first term is dependent upon receipt of all required documents. Pensacola State College transcripts or other certifying information will not be released for or to those students with incomplete admissions files.

- A. Application** New students must submit the completed application form. A former student who has not attended for 12 months or more must reapply to update his/her permanent record. The \$30 application fee will not be assessed to returning students.
- B. Application Fee** New students will be assessed a \$30 non-refundable application fee. Returning students will not be assessed the application fee. Baccalaureate students will be assessed a \$30 baccalaureate application fee regardless of prior enrollment at Pensacola State College.
- C. Residence Statement** An applicant claiming Florida residence for tuition purposes must file a written statement that he/she is entitled to classification as a Florida resident for tuition purposes. Applicants who do not meet the criteria for residence established by Florida law and those who are legal residents of another state must also complete the Residence Statement. See Residency Classification.
- D. Educational Records (Transcripts)** Freshman students must have official transcripts showing high school graduation sent to the Registrar's Office. Freshman students who have earned the GED diploma must have an official GED score report sent to the Registrar's Office. The parent or legal guardian of a freshman student who has completed a home education program must submit an affidavit verifying completion of a home education program meeting State of Florida requirements for the standard diploma.

**Transfer students** must have official transcripts as indicated above as well as official transcripts from each college or university attended.

**Baccalaureate students** must have official transcripts as indicated above (high school and college). Admission into the baccalaureate program will not be granted until all transcripts are on file and evaluated for transfer credit.

**Limited access program applicants** are expected to have all educational records on file well in advance of any application deadline for the program of choice.

**Non-degree seeking students** will be admitted without the requirement for transcripts. Enrollment in courses with placement testing requirements or pre-requisites may require a transcript to document eligibility.

**Transient students** may not be required to have official transcripts sent to the College. However, a Transient Student Authorization Form or some other written verification of enrollment approval is required each term of registration. Transient students from Florida state colleges and universities are encouraged to use the electronic transient approval process through [www.FACTS.org](http://www.FACTS.org).

## RESIDENCY CLASSIFICATION

For purposes of tuition assessment, Pensacola State College students will be classified as Florida residents, Alabama residents, or non-Florida residents. The criteria for determining the residency status are detailed in the Florida Statutes and the administrative rules of the State Board of Education. Detailed information for residence classification is available in the Registrar's Office and at [www.FACTS.org](http://www.FACTS.org). The Residence Statement, included in the Application for Admission, is required of all new students and all returning students with an absence of twelve months or more.

A Florida resident for tuition purposes is a person (or the parent or legal guardian of a person) who has established and maintained legal residence in Florida for the 12 months immediately preceding the first day of classes of the term for which residence classification is requested. Residence in Florida must be for the purpose of establishing a permanent home and not merely incidental to enrollment at an institution of higher education.

To qualify as a Florida resident for tuition purposes, the independent student or the parent/legal guardian of a dependent student must be a United States citizen, lawful permanent resident, or certain non-citizens granted indefinite stay by the United States Citizenship and Immigration Service. Living in or attending school in Florida does not, in and of itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents unless one parent has established legal residence in Florida for more than 12 months. Documents supporting the establishment of legal residence must be dated, issued, or filed 12 months before the first day of classes of the term for which Florida residence status is sought. Students cannot hold out-of-state driver's license, vehicle registrations, etc., and be eligible for Florida residency.

Providing false residency information is a violation of Florida Law and could result in disciplinary action being initiated. The College will correct the fees assessed of those students who misrepresent their places of legal residence. An invoice will be issued for the increase in tuition.

**Dependent/Independent:** A dependent student is any person under the age of twenty-four who is eligible to be claimed by his/her parent or legal guardian as a dependent under the federal income tax code and who receives at least 51% of his/her cost of living expenses from his/her parent or legal guardian. Students classified as dependent students will be required to have their parents or legal guardians complete the Residence Statement. A copy of the student's or parent's most recent tax return or other documentation may be required to establish dependent or independent status.

Some students under the age of twenty-four may be classified as independent students if certain criteria as indicated below are

met and documentation for the exception is attached to the Residence Statement:

- The student is married.
- The student has a child who receives more than half of his/her support from the student.
- The student has other dependents who live with and receive more than half of their support from the student.
- The student is currently serving on active duty in the United States armed forces for purposes other than training or is a veteran of the United States armed forces.
- Both of the student's parents are deceased or the student is/was a ward/dependent of the court system until the age of eighteen.

**Exceptions/Qualifications:** Other persons not meeting the twelve month legal residence requirement may be classified as Florida residents for tuition purposes only if they meet the requirements of a limited special category authorized by the Florida Legislature in FS 1009.21 (11). These exceptions are listed below:

1. Active duty service members of the United States armed forces stationed in or residing in Florida (spouse and dependent children included);
2. Active duty service members of the United States armed forces not stationed in Florida but whose legal state of residence certificate, the DD2058, is Florida (spouse and dependent children included);
3. Full-time instructional and administrative personnel employed by the Florida public school system, Florida college system, or Florida university system (spouse and dependent children included);
4. A dependent child who has lived with an adult relative, who is not a parent or legal guardian, for at least the four years preceding the first day of class for the term of enrollment;
5. Persons who were enrolled as Florida residents at a state institution of higher learning but who abandon Florida residency for less than one year Latin American/Caribbean Scholars;
6. United States citizens living on the Isthmus of Panama who have completed 12 consecutive months of college-level course work at the Florida State University Panama Canal Branch (spouse and dependent children included);
7. Full-time employees of state-agencies or political subdivisions of the State when the student fees are paid by the agency or subdivision for the purposes of job-related law enforcement or corrections training;
8. Qualified beneficiaries under the Florida Pre-Paid Postsecondary Expense Program as provided in Florida Statute; and
9. A dependent child whose parents are divorced, separated, or otherwise living apart, will be considered a resident for tuition purposes if either parent is a legal resident of Florida, regardless of which parent claims the minor for tax purposes.

The law allows non-citizens such as lawful permanent residents, temporary permanent residents, asylees, parolees, and refugees who have applied for and been approved for such status and who otherwise meet the twelve month legal residence requirements, to be eligible to establish Florida residency for tuition purposes. For a list of these non-immigrant categories (visa categories and INS classifications) eligible to establish Florida residence for tuition purposes, contact the Registrar's Office or visit [www.facts.org](http://www.facts.org) (click Admissions then Residency Guidelines).

**Documents Required for Classification as a Resident for Tuition Purposes:** Listed below are the documents established by the state as items required for classification as a resident for tuition purposes. A student, or the dependent student's parent or legal guardian, must be able to present two of these documents, and one of the documents must be a Tier One document. All documents submitted must be dated, issued, or filed at least twelve months prior to the first day of classes for the term of enrollment.

**Tier One Documents** (at least one of the two documents submitted must be from this list)

- A Florida driver's license;
- A State of Florida ID card;
- A Florida voter's registration card.;
- A Florida vehicle registration;
- Proof of a permanent home in Florida which is occupied as a primary residence by the applicant or by the applicant's parent if the applicant is a dependent;
- Proof of homestead exemption in Florida;
- Transcripts from a Florida high school for three or more years provided the Florida high school diploma or GED diploma was earned within the last 12 months; or
- Proof of permanent full-time employment in Florida for at least thirty hours per week for a consecutive 12-month period.

**Tier Two Documents** (may be used in conjunction with one document from Tier One; if the student or the dependent student's parent provides two Tier One documents, no Tier Two document is required.)

- A Declaration of Domicile filed in Florida (at least twelve months prior to the first day of classes for the term);
- A Florida professional or occupational license;
- Florida incorporation;
- A document evidencing family ties in Florida;
- Proof of membership in a Florida-based charitable or professional organization; or
- Any other document that supports the student's request for resident status, including, but not limited to, utility bills (in the student's name or the dependent student's parent's name) along with proof of twelve consecutive months of payments; a lease agreement (in the student's name or the dependent student's parents name) along with proof of twelve consecutive months of payments; or an official state, federal or court document evidencing legal ties to Florida.

**Reclassification of Residence:** Students classified as non-residents for tuition purposes may request reclassification as residents at such time as they have met the criteria for residence classification. Reclassification will be granted to those students who present clear and convincing evidence that living in Florida is for the purpose of establishing a legal residence, maintaining Florida as their permanent home, and that attendance in school is not the primary purpose for living in the State of Florida. The clear and convincing evidence must include three documents from the listing above, two of which must be Tier One documents.

Students who become eligible for residence classification during a term will be eligible for classification with the next term of enrollment. At no time will a student be permitted to be classified as a non-resident for one session within a term and a resident for another session within the same term.

Students who are married to individuals who meet Florida residency criteria and who have obtained a Tier One document may reclassify from non-Florida to Florida even if the 12-month residency requirement has not been met. The spouse must complete a Residency Statement, provide the Tier One and Tier Two documents, as well as a copy of the marriage license.

**Residency Appeals:** In cases where the applicant expresses a desire to appeal the residency classification determined by the College, the matter will be referred to the Residency Appeals Committee in accordance with the College's official appeals process. The student must submit a request for review and include clear and convincing evidence that he/she is entitled to classification or reclassification as a Florida resident for tuition purposes. The Residency Appeals Committee will provide the final residency determination and the reasons for the determination in writing.

## ALABAMA TUITION DIFFERENTIAL

The Florida Legislature allows state colleges to assess Alabama residents a tuition differential that results in an assessment of tuition that is less than the out-of-state tuition. Pensacola State College provides Alabama residents, meeting the criteria of

physical residence and establishment of two legal ties to the State of Alabama, a fee that is equivalent to the in-state tuition plus an additional \$1.00 (at the time of this catalog printing) per credit hour or credit hour equivalent.

To be eligible for the Alabama Tuition Differential, the Alabama resident must have maintained legal residence in the State of Alabama for the twelve months immediately preceding the first day of classes in the term for which the differential tuition assessment is requested.

The residence status of a dependent student is considered to be that of the parent or legal guardian of the student. A dependent student is any person who is eligible to be claimed by another person for Internal Revenue purposes. If the student requesting the Alabama Tuition Differential is under the age of twenty-four, Pensacola State College will assume that the student is a dependent, and the parent/legal guardian must request the Alabama Tuition Differential for the dependent.

Prospective students interested in the assessment of the Alabama Tuition Differential may submit the request for classification as an Alabama Resident in a registration office on any campus.

Listed below are the documents required for the Alabama Tuition Differential. An Alabama student, or the dependent student's parent or legal guardian, must be able to present two of these documents, and one of the documents must be a Tier One document. All documents must be dated, issued, or filed at least twelve months prior to the first day of classes for the term of enrollment.

**Tier One Documents** (at least one of the two documents submitted must be from this list)

- An Alabama driver's license;
- A State of Alabama ID card;
- An Alabama voter's registration card with proof of voter registration date;
- An Alabama vehicle registration;
- Proof of a permanent home in Alabama which is occupied as a primary residence by the applicant or by the applicant's parent if the applicant is a dependent;
- Proof of homestead exemption in Alabama;
- Transcripts from an Alabama high school for three or more years provided the Alabama high school diploma or GED diploma was earned within the last twelve months; or
- Proof of permanent full-time employment in Alabama for at least thirty hours per week for a consecutive twelve month period.

**Tier Two Documents** (may be used in conjunction with one document from Tier One; if the student or the dependent student's parent provides two Tier One documents, no Tier Two document is required)

- A Declaration of Domicile filed in Alabama (at least twelve months prior to the first day of classes for the term);
- An Alabama professional or occupational license;
- Alabama incorporation;
- A document evidencing family ties in Alabama;
- Proof of membership in an Alabama-based charitable or professional organization; or
- Any other document that supports the student's request for resident status, including, but not limited to, utility bills (in the student's name or the dependent student's parent's name) along with proof of twelve consecutive months of payments; a lease agreement (in the student's name or the dependent student's parents name) along with proof of 12 consecutive months of payments; or an official state, federal or court document evidencing legal ties to Alabama.

## SERVICE MEMBERS OPPORTUNITY TO COLLEGE (SOC)

Pensacola State College is a designated as both a Military Friendly College and a SOC institution. Pensacola State College, through the Service members Opportunity College, extends to United States service members (and their dependents) an opportunity to contract with the College to earn degrees. Students who have



earned a minimum of 25% of their credits towards their programs at Pensacola State College are allowed ten years to complete program requirements. The remaining credits can be earned through successful completion of regular college courses at regionally accredited institutions.

Information regarding Service members Opportunity College may be obtained at [www.soc.aascu.org](http://www.soc.aascu.org). Contact an advisor or the Registrar's Office to establish a SOC contract.

## RESERVE OFFICER TRAINING CORP (ROTC)

Pensacola State College, in cooperation with the University of West Florida, offers the Army ROTC program. Army ROTC is a challenging series of college electives that teaches leadership and management skills. The program prepares both men and women for responsibilities as Second Lieutenants in the active Army, Army Reserve, or Army National Guard upon graduation. Students may pursue any course of study that leads to a baccalaureate or higher degree. Qualified students may compete for two-, three-, and four-year ROTC scholarships. A student does not have to be on scholarship to be in ROTC. Anyone attending college as a full-time student can take freshmen or sophomore ROTC classes with no commitment required. For further information please contact [rotc@pensacolastate.edu](mailto:rotc@pensacolastate.edu) or the ROTC office at the University of West Florida by telephoning (850) 474-2323. ROTC contains adventure activities such as paintball, helicopter rides, water survival and rappelling. Physical fitness activities are required and are incorporated into the grade structure.

## CHANGE OF POLICY AND DENIAL OF ADMISSION

The College reserves the right to deny admission to any applicant and to change any of the rules, courses, regulations, and charges without notice. The admission of any student may be postponed or denied if the student has been convicted of, or is under investigation for, violation of local, state, or federal statute. Falsification of information on any admission paper may result in denial of admission or immediate dismissal from the College.

# REGISTRATION AND CREDITS

**General Registration Information:** Registration is required before a student can attend classes. Registration will be held several times during the year, and registration dates and times will be posted to the College's web site at [www.pensacolastate.edu](http://www.pensacolastate.edu).

All new degree-seeking students must complete placement testing requirements and attend an orientation session prior to registration. See the Entry-level Testing section of this Catalog. Orientation will be scheduled after testing or can be scheduled through an advising office on any campus. Orientation is also available online, and information regarding the online orientation process may be obtained in an advising office on any campus or center.

Students must be officially registered, including payment of fees, before attending any class.

**Web Registration:** Online registration through Spyglass at [www.pensacolastate.edu](http://www.pensacolastate.edu) is available to all students provided admission has been finalized and no obligations to the College exist.

**Campus Registration:** Students may register in person at any registration office or through an advisor or program manager. Registration dates and times will be posted on the College's web site at [www.pensacolastate.edu](http://www.pensacolastate.edu).

**Late Registration:** Late registration begins on the first day of classes, and students will be assessed a \$25 late registration fee.

**Withdrawal or Change to Non-Credit:** A student may choose to withdraw from a class or request a change to non-credit through the 70th percent point of the class. The last date to withdraw from a class will be published in the academic calendar in this Catalog and on the Pensacola State College web site. For off-term classes, the last date to withdraw will be the 70th percent point of the class, and information regarding the last date to withdraw may be obtained from the instructor of the off-term class. Financial aid recipients should discuss their intended withdrawals with a representative in the Financial Aid Office. Veteran benefit students should discuss their intended withdrawals with a member of the Veteran Services Office.

Students must process an official withdrawal from any class and should not expect the instructor to process a withdrawal for them. Students are encouraged to discuss any withdrawal with the instructor prior to withdrawing. Ceasing attendance does not guarantee a withdrawal. Students can be assured of receiving a grade of "W" only when the official withdrawal is processed. A withdrawal cannot be processed through Spyglass; students must begin the official withdrawal process with an advisor on any campus or center. Students unable to visit an advisor for the official withdrawal process should send a Pirate Mail to their advisor of choice or the College Registrar.

After the 70th percent point of the course, a student may not withdraw from a class and an instructor cannot withdraw a student from a class. A grade of "F" (or "N" for college preparatory/developmental courses) will be assigned.

The College may withdraw students for excessive absences, failure to pay fees, failure to meet conditions of admission, or for violations of the Pensacola State College Code of Conduct. A student who has been withdrawn for excessive absences may discuss reinstatement with the instructor. A student who has been withdrawn for non-payment of fees may seek reinstatement after satisfying the financial obligation.

A student is permitted two attempts of any course. A student will not be permitted to withdraw from the third attempt of a course and will receive a grade for the course. If a student in a third attempt stops attending, the instructor must assign an "F."

**No-Show Withdrawal:** Students who do not attend class during the first week will be withdrawn, and a grade of "W" will appear on the student's record. See the No-Show Procedure for First Week of Classes in the Attendance Policy section of this Catalog.

**Early "F" Grade:** A student will be assigned an Early "F" grade if he/she stops attending a class after the withdrawal deadline, stops attending a class in which the instructor does not process withdrawals, or stops attending a course being attempted for the third time.

**Audit and Non-Credit Status:** The fees paid to audit a course or to take a course for no credit are the same as to take the course for a grade.

**Audit:** A student may register in a class on an audit basis by completing the appropriate audit form in a registration office. A student may change to the audit status no later than the last day of the schedule adjustment period. A change from audit to credit is not permitted after the end of the schedule adjustment period. College preparatory or developmental courses cannot be audited.

Class examinations are not required for lecture-based courses; however, laboratory and clinical courses may require successful completion examinations. Regular class attendance is encouraged. Students auditing a class will not receive a letter grade ("A" through "F"). A mark of "X" will appear on the student's transcript indicating that the course was taken for audit. Audit courses will not affect the grade point average. Courses taken on an audit basis will not be counted when determining eligibility for veteran benefits, financial aid, or certification of enrollment to outside agencies.

**Non-Credit:** Students may change to a non-credit status after the registration period but prior to the last date to withdraw (the 70th percent point of the course). A change from non-credit to credit is not permitted. Tests or examinations are not required for the non-credit student; however, regular attendance is encouraged. Courses taken for non-credit are not included in the calculation of the grade point average but are included in determination of academic progress. In determining academic standing, a course taken for non-credit is considered to be an attempted course that has not been completed. Courses taken for non-credit will not be counted when determining eligibility for veteran benefits, financial aid, or certification of enrollment to outside agencies.

**Pass/Fail Option:** A student may choose to enroll in a course using the Pass/Fail Option. Students passing the course will receive a grade of "P" and will earn credit for the course with no effect on the grade point average. Students not passing the course will receive a grade of "F," and the "F" grade will be calculated for GPA purposes. In both cases, the grade and credits for courses taken by the Pass/Fail Option will be used in determining academic standing. See Standards of Progress.

The Pass/Fail option is not available for courses classified as general education even if the course is not being taken to meet general education requirements. Some program core courses cannot be taken using the Pass/Fail option.

A transient student should consult an advisor at his/her primary institution before electing the Pass/Fail Option in a course to be transferred to that institution.

The Pass/Fail option is not available for students enrolling in baccalaureate courses.

Students wishing to take a course using the Pass/Fail Option must declare their intent before the end of the schedule adjustment period by completing the appropriate form at any registration office. Students may not change from the Pass/Fail Option to a grade-seeking status after the end of the schedule adjustment period. The normal rules for repeating courses will apply to courses completed by the Pass/Fail Option. Students earning a "P" in a course may not repeat the course for a letter grade.

Students enrolled in associate degree or certificate programs may choose to take up to three elective credits by the Pass/Fail Option. These credits will be exclusive of any transfer credits or external credits. Students may choose to take additional courses using the

Pass/Fail option, but any credits beyond the three credit maximum may not be used to meet graduation requirements.

# NON-TRADITIONAL CREDIT (EXTERNAL CREDIT)

Students enrolled in associate degree or certificate programs may choose to take up to three elective credits by the Pass/Fail Option. These credits will be exclusive of any transfer credits or external credits. Students may choose to take additional courses using the Pass/Fail option, but any credits beyond the three credit maximum may not be used to meet graduation requirements.

Students may use credits earned through non-traditional learning experiences toward most degree programs offered by the College. The maximum number of non-traditional credits that may be counted toward graduation depends upon the particular program of study and the type of non-traditional credit. In all cases, no more than 15 credit hours earned through non-traditional means may be counted toward the general education requirements of the associate in arts degree. In all cases, no more than nine credit hours earned through non-traditional means may be counted toward the general education requirements of the associate in science or associate in applied science degree.

Non-traditional credit earned will not appear on an official Pensacola State College transcript until a minimum of 15 credit hours of Pensacola State College course work has been earned. A student receiving financial aid should consult with a representative in the Financial Aid Office regarding non-traditional credit as it pertains to eligibility for financial assistance. A student receiving veteran benefits should consult with a representative of the Veteran Services Office regarding non-traditional credit as it pertains to benefit eligibility. Credits earned through non-traditional means will not be posted to the record with a letter grade. No quality points are attached to the course and the credits neither improve nor decrease the cumulative grade point average.

**Departmental Exemption Exams:** A student may challenge the content of certain courses and earn credit upon the successful completion of a departmental proficiency examination. Procedures are as follows:

The student must obtain approval from the appropriate department head, the College Registrar or designee, and pay the predetermined exemption examination fee at any cashier's office. Registration in the course is not required. The exam fee is non-refundable. Students who are not registered in the course may take the departmental exemption exam at any time.

If the student registers for the course, the student must obtain approval from the appropriate department head, the College Registrar, and pay the exam fee. The examination must be taken no later than the end of the third week of a class for a fall or spring term and no later than the second week of class for a summer term. If the student passes the examination, registration in the course will be cancelled, and the student will receive a refund of fees paid for the course. The exam fee is non-refundable.

The student must be currently enrolled in a credit course at the College other than the one being challenged or must have completed prior credit coursework at Pensacola State College.

The student must not have taken the exemption examination for the course at any previous time.

The student must not have earned a grade in the course through work at Pensacola State College or through transfer credit. A student may not use the exemption examination option to raise a grade of "D" or "F."

**Military Credit:** Active duty service members and retired military personnel may request a review of military experiences for possible credit. An official copy of military service school training should be submitted to the Registrar's Office for possible credit. Credits for military experiences will be granted according to the recommendations of the American Council on Education (ACE) as published in the latest editions of *The Guide to the Evaluation of Education in the Armed Services*. Information regarding points of contact are provided in the following table:

Branch of Military	Contact for Documentation
Navy	SMART at <a href="http://www.navycollege.navy.mil/transcript/htm">www.navycollege.navy.mil/transcript/htm</a>
Marine Corps	SMART at <a href="http://www.navycollege.navy.mil/transcript/htm">www.navycollege.navy.mil/transcript/htm</a>
Army	AARTS at <a href="http://aarts.army.mil">http://aarts.army.mil</a>
Air Force	Community College of the Air Force at <a href="http://www.au.af.mil/au/ccaf">www.au.af.mil/au/ccaf</a>
Reservists and National Guard	Contact the Military Education Officer for the DD295; the DD295 must be certified by an authorized commissioned officer and sent directly to the Pensacola State College Registrar's Office.
Retired Military	Copies of the retired service member's DD214 will be accepted.

**Advanced Placement (AP):** Credit is awarded to those students who have earned a score of 3 or higher on a high school AP exam after completion of an AP course. The State Department of Education determines credit awarded. Official score reports are to be sent to the Registrar's Office directly from College Board.

**College Level Examination Program (CLEP):** CLEP exams are administered to anyone who wishes to document knowledge in a specific subject area. Those who wish to register for CLEP exams should contact the Pensacola Campus Test Center for dates and costs. The State Department of Education determines credit awarded. Official score reports are to be sent to the Registrar's Office.

**International Baccalaureate (IB):** Credit is awarded to students who have completed courses in an International Baccalaureate (IB) program in high school. The State Department of Education determines credit. Official copies of the score report should be sent directly to the Registrar's Office from the high school at which the student completed or attended the IB program.

**Defense Activity for Non-Traditional Education Support (DANTES):** DANTES exams are administered to military personnel to document educational achievement. Test results must be sent directly to the College from DANTES. The State Department of Education determines credit awarded.

**Prior Learning Assessment (PLA):** Students may earn credit for knowledge and skills gained outside the traditional classroom. On-the-job training, travel experiences, self-study, apprenticeship, and other similar life experiences may be translated into equivalent college or vocational credit. Only training and experiences in areas corresponding credit directly to Pensacola State College coursework will qualify for PLA credit; PLA credit will not be awarded for skills and experiences in areas not taught currently at the College. PLA credits awarded will be based on a portfolio review and will appear on the official Pensacola State College transcript in the same manner as other external credits. In all cases, no more than 25 percent of the student's degree may be earned through PLA credits. Additional restrictions may apply to certain programs and courses. Questions and concerns regarding the Prior Learning Assessment process should be directed to the Office of the Dean of Baccalaureate Studies and Academic Support.

# FINANCIAL AID INFORMATION AND FEES

## CASHIER'S OFFICE

The Cashier's Office is responsible for all student accounting and collections. The Cashier's Office is located at each of the three campuses and provides the following services:

1. Collection of student registration fees;
2. Collection of special fees;
3. Billing and collection of accounts receivable;
4. Billing and collection of loans receivable;
5. Cashing of student checks, up to \$10. Students must present a valid student ID and include the student ID number on the check; and
6. Distribution of student payroll checks. Student must present valid student ID.

Distribution of student financial aid must be approved for release by the Financial Aid Office. Financial aid funds are disbursed through Higher One. No financial aid disbursements will be made which are less than \$1.

## PAYMENT OF FEES

Financial obligations for delinquent loans, veteran's deferments, FFEL deferments, returned checks, and student financial aid over awards must be repaid before students can register.

All fees on a class schedule must be paid in full by the fee payment date or enrollment in every course on the schedule will be canceled. Payment may be made by cash, check, American Express, VISA, MasterCard, or approved financial aid. If a change in the student's enrollment status results in loss of anticipated financial aid, the obligation for payment of fees remains the student's responsibility.

## SPECIAL FEES

<b>Returned check charge</b>	\$20.00
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This will be assessed for each check returned to the College by the depository bank as being uncollectible.

<b>Application fee</b>	\$30.00
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<b>Service charge on Pensacola State College short-term student loans</b>	\$5.00
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<b>Testing</b>	as applicable
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<b>Departmental exemption exam</b>	\$40.00
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<b>Late registration fee</b>	\$25.00
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This fee will be assessed to those students initiating registration for college preparatory, vocational preparatory, college credit, or vocational credit courses following the close of the regular registration period.

<b>Parking decal</b>	No student cost
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<b>Prior learning assessment</b>	\$40.00
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<b>Service members Opportunity College</b>	No student cost
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<b>Lab fees</b>	as applicable
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## REFUNDS

1. Refunds result from classes dropped by the student prior to the end of the published schedule adjustment period (drop and add period) and for classes which are canceled by the College. **A FULL REFUND OF FEES PAID WILL BE GIVEN IF PROPER PROCEDURES FOR DROPPING A CLASS ARE FOLLOWED.** Please refer to the current class schedule booklet for additional information on refund procedures.

2. A drop is different from a withdrawal. A drop will result in the elimination of the dropped class(es) from the student's permanent record (transcript). A dropped class does not affect the student's academic standing. A withdrawal will result in a letter grade of "W" in each class from which the student withdraws or is withdrawn. Withdrawals are included in the calculation of a student's academic standing.
3. The current Pensacola State College Course Schedule Booklet contains information regarding policies and procedures related to refunds for non-credit classes offered through the Division of Community Programs.
4. Refunds are processed to Higher One within two weeks after the end of the published schedule adjustment period each term. Refunds of \$5 or less will not be processed unless specifically requested by the student.
5. Exceptions to this refund policy may be authorized by the President or his designee when extenuating circumstances support an exception to the refund policy.

## DELINQUENT FINANCIAL OBLIGATIONS/ RETURNED CHECKS

Grades, transcripts, and other student records will not be released to those students who owe parking fines or library fines. Payments on library fines are collected at the LRC. Payments on parking fines are collected at the Bursar's office.

Students with delinquent financial obligations, including loans, veteran deferments, federal Direct Loan deferments, returned checks, and student financial aid over awards will not be allowed to register to obtain transcripts or other student records until all obligations have been satisfied. All costs of collection incurred by Pensacola State College including reasonable attorney fees will be the responsibility of the student.

Students who have defaulted Federal student loans are not eligible for further federal or state financial aid nor may their college transcripts be released until such time as the student makes documented satisfactory repayment arrangements.

It is a violation of Florida law to give a worthless check or to stop payment on a check given to satisfy a valid obligation. It is not acceptable for students to stop payment on a check in order to "drop" classes. Students must follow proper procedures to drop classes for a refund. Students who do not pay for checks returned as uncollectible will be administratively withdrawn from all classes; withdrawal does not relieve the student of responsibility for payment of the obligation. Students may apply for reinstatement after the obligation has been satisfied. Students who give uncollectible checks are subject to prosecution by the College to the fullest extent provided by law. All costs of collection including reasonable attorney fees will be the responsibility of the student.

## COST OF BOOKS AND SUPPLIES

Textbooks, workbooks, and necessary school supplies may be purchased at the College bookstores. Cost of these items varies with the program of the student. Some programs require the student to purchase additional materials. A large supply of used books is also available at a discount at the College bookstores located on all three campuses. When available, books may also be rented through the college bookstore.

## FINANCIAL AID PROGRAMS

Students who need assistance to pay the costs associated with their attendance at Pensacola State College should complete the Free Application for Federal Student Aid (FAFSA). Filing a FAFSA is the first step in evaluating student eligibility for aid programs. Pensacola State College's school code required on the FAFSA is 001513.

### General Eligibility Requirements:

All financial aid is dependent upon the availability of federal, state, local, and institutional resources. To be eligible for financial aid, a student must:

Be accepted as a Pensacola State College degree-seeking student taking courses required for their AA, AAS, AS, or baccalaureate degree program or

1. Be accepted as a Pensacola State College certificate-seeking student in an eligible Vocational Certificate program;
2. Be making satisfactory academic progress for financial aid purposes (FASAP);
3. Be a U.S. citizen, permanent resident alien, or an eligible noncitizen;
4. Enroll at least half time (six credit hours) for most aid programs;
5. Not be in default on a prior student loan;
6. Not owe a repayment or overpayment of a federal grant;
7. Not have a resisting financial obligation to Pensacola State College;
8. Be registered for Selective Service, if required;
9. Have a standard high school diploma or GED certificate (or if previously enrolled in an eligible program prior to 1 July 2012 meet Federal Ability to Benefit (ATB) test score guidelines, or have successfully completed 6 college level credits with a grade of C or better). College Placement Tests (CPT-ATB) scores of 55, Sentence Skills 60, and Arithmetic 34 are minimum required scores;
10. In addition, a college transfer student must have an official transcript from each previously-attended institution submitted to and evaluated by Pensacola State College Registrar/Admissions Office; or
11. Not have been convicted for sale or possession of illegal drugs during a term in which they received Title IV federal financial aid.

### Enrollment Requirements

Prior to registering for classes the student is responsible to go online to [www.pensacolastate.edu](http://www.pensacolastate.edu), under "Student Records," to view "My Degree Audit." To be eligible to use federal or state aid for which they may otherwise be eligible, the student should register only in courses as indicated on the Degree Audit that count toward fulfilling the requirements for graduation in their declared program of study. Federal and state financial aid may be awarded to students who meet these enrollment requirements.

### Federal Pell Grant

PELL Grants are available to undergraduate students only. Students with a bachelor's degree are not eligible. Each year Congress establishes the maximum Pell Grant award based on enrollment level. The following chart shows how PELL Grant awards are adjusted based on enrollment:

Number of Credit Hours	Enrollment level	Percentage of Award
6 to 8	Half-time	50%
9 to 11	Three-quarter-time	75%
12 or more	Full-time	100%

Some students may be eligible to receive a PELL grant for enrollments less than six credit hours. Aid recipients receive tentative award letters after eligibility has been determined for a particular award year.

## Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is a federal grant for undergraduates with exceptional financial need. Since these funds are limited, only Pensacola State College PELL Grant recipients with zero EFC will be awarded FSEOG funds. The award amount will vary per academic year and federal funding levels. Awards are available during the Fall and Spring semesters only. A minimum enrollment of half-time each semester is required for a student to receive a partial award. Funds are limited.

### William D. Ford Federal Direct Loan Program

Effective July 1, 2010, the William D. Ford Federal Direct Loan Program replaced the FFEL student loan program.

Loans may be subsidized or unsubsidized. Enrollment of half-time each semester is required. Enrollment must be in courses required for the declared program of study at Pensacola State College. An eligible student begins the process after making application to the College and filing the Free Application for Federal Student Aid at [www.fafsa.gov](http://www.fafsa.gov) and by researching the Direct Loan programs available at [www.studentloans.gov](http://www.studentloans.gov). Subsidized loans are need based. Borrowers must show financial need to be eligible. The federal government will pay the interest on these loans while the borrower remains enrolled in school at least half-time. Unsubsidized loans require the borrower to pay the interest as it

Dependent Undergraduate Student		Independent Undergraduate Student	
Freshman	\$3,500	Freshman	\$3,500
Sophomore	\$4,500	Sophomore	\$4,500

accrues or to capitalize the interest. Capitalization increases the amount to be repaid. The Department of Education and the College may set limits on the amount a student may be eligible to borrow for an award year as well as on a cumulative basis. The combined subsidized and unsubsidized annual loan limits are based on a student's grade level and classification.

A freshman student is one who has completed less than thirty required credit hours in their program of study and a sophomore is a student who has completed thirty or more required credit hours in their program.

The amounts listed represent the maximum amounts from either type of loan or a combination of the two. Independent students may borrow additional unsubsidized loan amounts for documented out-of-state tuition, verified required childcare, and required additional costs associated with a specific program. Computers, automobiles and credit card expenses are not valid costs associated with cost of attendance at Pensacola State College.

Students must have a completed financial aid file before the college loan request form will be processed. Additional requirements are associated with the loan programs, and this information is included with the loan request form in the Pensacola State College Guide to Direct Loans located on the college webpage.

**Note:** The school may refuse to certify a loan or certify a loan for an amount less than the student requests. All students including transfer students are required to have a cumulative grade point average of 2.0 in order to apply for a Direct Loan.

### Parent Plus Direct Loans

This is a loan program which enables credit worthy parents to borrow money for their dependent children. The dependent must be enrolled at least half-time in courses required for their program of study. PLUS loans are credit worthy loans and are limited in amount to the cost of attendance minus any other financial aid received by the student. Pensacola State College and the United States Department of Education (USDOE) require the student to complete the FAFSA before the school will process a PLUS loan. Parents who are denied a Direct Loan after their credit has been checked by the USDOE, may appeal directly to the USDOE and/or may request to have credit worthy endorers added to the loan.



## **Pensacola State College Short Term Loans**

In addition to Federal and State aid programs, Pensacola State College offers limited assistance from a Short-Term Loan Program to assist with registration fees. The student must be eighteen years of age, have at least a 2.0 cumulative GPA, maintain satisfactory progress, have no financial obligations to the College, not owe a repayment on a federal grant nor have a defaulted federal student loan. The maximum amount of loan available is \$700, limited to no more than 75% of the costs of tuition. This program does not require a completed FAFSA to be filed.

## **Tuition Installment Plan**

To help students meet their educational expenses, Pensacola State College provides the Tuition Installment Plan (TIP) for college credit students. TIP allows students to pay tuition in monthly payments. TIP is administered for Pensacola State College by FACTS Management Co., Lincoln, NE. Students may access the online application at [www.pensacolastate.edu](http://www.pensacolastate.edu).

## **Private Education Loans**

The College discourages students and their families from negotiating expensive private loans for students wishing to attend this College. None will be certified until a student has exhausted all other alternatives including but not limited to filing a FAFSA, investigating Direct Loans, including Plus Loans at [studentloans.gov](http://studentloans.gov)

## **Federal College Work Study (FCWS)**

FCWS awards are made to eligible students who submit a Work Study application and indicate on their FAFSA that they desire employment from this program. Eligible students are paid current Florida minimum wage rate. Students may work fifteen to twenty hours per week based on the average award. Student must enroll for a minimum of six credits and all enrollment must be required for their degree program and must maintain a 2.0 grade point average. Funds are limited and awards are made based on the date the financial aid file is completed. Priority is given to returning FCWS students who remain eligible.

## **Florida Work Experience Program (FWEP)**

FWEP is a need-based program providing eligible Florida resident students work experiences to complement and reinforce their educational and career goals. Eligible students are paid current Florida minimum wage rate. Students must submit a Work Study application and may work fifteen to twenty hours per week based on the average award. Students must file the Free Application for Federal Student Aid (FAFSA) though they do not have to be eligible for the Pell grant. Funds are limited. Awards are based on the date the financial aid file is completed. Student must enroll for a minimum of six credits and all enrollment must be required for their degree program. Eligible students must maintain a 2.0 grade point average. Renewal eligibility is determined at the end of award year. The State of Florida determines the limited allocation of FWEP funding for each college.

## **Florida Student Assistance Grant (FSAG)**

FSAG is a Florida State financial aid grant program awarded to students who are working on their first undergraduate degree, have remaining need, are enrolled in an AA, AAS, or AS degree program, maintain satisfactory academic progress and meet other eligibility criterion as established by the State of Florida.

## **Florida Student Assistance Grant – Certificate Education (FSAG-CE)**

FSAG-CE is a Florida State financial aid grant program awarded to students who are working on their first work-force certificate, enrolled in a minimum of six credits, have remaining need, maintain satisfactory academic progress, and meet other eligibility criterion as established by the State of Florida.

## **Florida First Generation Grant (FGMG)**

FGMG is a need-based grant for undergraduate students whose parents have not earned baccalaureate degrees. Student awards are automatically made until the limited funds are depleted. The student

must file a FAFSA, have remaining need, and meet other eligibility criterion determined by the State of Florida.

## **Florida Bright Futures (FBF)**

To access a Florida Bright Futures award, a student must submit a completed Florida Financial Aid Application after December 1st and prior to high school graduation or forfeit all future eligibility to the Florida Office of Student Financial Aid (OSFA). This application is available on line at <http://www.floridastudentfinancialaid.org/ssfad/bf>

Students should contact their high school guidance counselor for assistance and information. Students and their families must file the Free Application for Federal Student Aid (at [FAFSA.gov](http://FAFSA.gov)), though they do not have to be PELL eligible.

Students who merit Bright Futures awards must access that aid within three years of high school graduation and no sooner than the first fall term following high school graduation. The Pensacola State College FA/VS/Scholarships office automatically awards this merit aid each semester to eligible students identified by OSFA.

Bright Futures scholarship award does not pay 100% of tuition and related expenses at any college. The award amount per credit hour is determined annually by the Florida Legislature.

Students who withdraw or are withdrawn from courses after the end of schedule adjustment will be billed by the College for those hours and will be unable to register for any future term until their debt to the College is paid. All costs of collection including reasonable attorney fees will be the responsibility of the student.

Renewal details and changes are listed on the Bright Futures Web site <http://www.floridastudentfinancialaid.org/ssfad/bf/pdf/bffaq.pdf>.

## **Financial Need**

Financial need is the basis for awarding federal and state aid. Financial need is the difference between the Cost of Attendance (COA) and the Expected Family Contribution (EFC). The EFC is determined by the results of the processed Free Application for Federal Student Aid (FAFSA).

## **Cost of Attendance**

The Cost of Attendance (COA) for nine months is an average budget calculated by FA/VS/Scholarships Office. The following direct and indirect expenses as permitted by federal regulations and are taken into consideration:

- Average tuition and fee charges for a full-time student are based on the educational objective (AA/AAS/AS or Certificate);
- Average book, supply, and equipment expenses;
- Average room and board based on whether or not the student lives with parent(s);
- Average transportation expense to and from school; and
- Reasonable miscellaneous personal expenses.

## **FINANCIAL AID APPLICATION PROCESS**

Students begin the financial aid process by applying for admission to Pensacola State College, declaring a major or program of study and making appointments for (1) placement testing, if necessary, (2) orientation, and (3) academic advising. Students must have all official transcripts from high school and all prior colleges submitted to Pensacola State College Registrar/Admissions Office in sufficient time for review and evaluation by that department. No aid can be processed prior to this evaluation.

Transcript evaluation will assist students to determine all necessary courses needed to complete their program of study at Pensacola State College. Federal financial aid is used to earn the credits required to complete a degree or certificate.

Students must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA is available effective January 1st for each new award year. We recommend that a student complete the FAFSA only after submitting the 2011 Federal Income Tax Form. Remember, students must apply for aid each year. Students should apply electronically and receive email notification of processing within five to seven days. A student must input Pensacola State College's school

code: 001513, in order for this college to process their aid eligibility for enrollment.

Apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This is the preferred method; sign the application electronically with your PIN number; apply for a PIN number at [www.pin.ed.gov](http://www.pin.ed.gov). Submitting an application will result in a paper Student Aid Report (SAR) being mailed or emailed to the student address provided on the FAFSA. If the student does not receive the SAR by mail, the student can go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to access their SAR. Students should carefully check the SAR when received and if corrections are needed; the student should make those corrections and contact the FA/VS/Scholarships Office at the College. An electronic copy of the SAR will be sent to all schools listed on the FAFSA. The student may be requested to furnish additional information to the College. Examples of additional information requested include signed copies of the U.S. Income Tax Return Transcript of the student, spouse, and/or parents, social security card, benefit information, and Homeland Security Information. 2012-2013 FAFSA online processing allows the student to use the IRS retrieval process to ensure accuracy of data. In some cases, however, it is inappropriate for the student and their family to use this process. Contact the FA/VS/Scholarship office for assistance if you are unsure as to whether or not you or your family can successfully complete the FAFSA using the IRS Retrieval upload.

### **Title IV Federal Student Aid Repayment Policy Effective Fall 2000**

This policy affects ALL students who receive Title IV Student Aid including:

- Federal PELL Grants;
- Federal Supplemental Educational Opportunity Grants (FSEOG); and
- William D. Ford Direct Loans (DIRECT) .

Federal Law states that federal student aid is to be awarded under the assumption students will attend school for the entire term (payment period).

Students who withdraw from all courses prior to completing more than 60% of the term must have their aid eligibility recalculated based on the percent of the term completed. This recalculation could result in students having to repay the federal government a percentage of the federal aid received. Students who withdraw from all courses and have future starting courses for which they have yet to have the opportunity to begin attendance must affirm in writing to the College that they plan on beginning attendance in and later starting course(s) within fourteen days of stopping all current attendance.

Pensacola State College is required to share in this repayment responsibility of the courses that the student began attending with the student. The student will have to repay Pensacola State College for the portion of debt Pensacola State College paid the federal government.

Students must pay the debt in full to re-enroll at Pensacola State College. Students will also lose their federal aid eligibility until they either repay the portion owed to the federal government or make repayment arrangements with the U. S. Department of Education. All costs of collection including reasonable attorney fees will be the responsibility of the student.

### **IT'S THE LAW THERE ARE NO APPEALS.**

If you have questions concerning this federal law, contact the Financial Aid/Veteran Services/Scholarships Office.

Pensacola campus	484-1680
Milton campus	484-4410
Warrington campus	484-2349

### **FEDERAL STUDENT AID SATISFACTORY ACADEMIC PROGRESS POLICY**

In order to receive Federal (Title IV) or State of Florida financial assistance a student must be maintaining Financial Aid Satisfactory Progress (FASAP). All coursework, regardless of when attempted, at Pensacola State College will be counted in determining Financial Aid Satisfactory Progress as determined by federal regulations.

## **FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (FASAP)**

### **Financial Aid Satisfactory Academic Progress (FASAP)**

A student will be considered maintaining Satisfactory Academic Progress if the student has completed at least 67% of all courses attempted and earned a cumulative GPA at or above the minimum as indicated in the Required Standards.

### **Financial Aid Warning**

When a student fails to meet FASAP, that student will be placed on Financial Aid Warning for the immediate following semester of enrollment. During the Financial Aid Warning semester the student will be eligible to receive federal financial aid. The student in the Financial Aid Warning status will be given the opportunity during that semester to regain the required standards of satisfactory academic progress for financial aid purposes. If the student is unable to meet those required levels at the end of the WARNING semester, all federal and state aid will be suspended.

### **Financial Aid Suspension**

A student who is on Financial Aid Warning and fails to meet FASAP at the end of the warning term will be placed on Financial Aid Suspension and all federal and state aid eligibility will be suspended until the student meets the minimum FASAP requirements.

### **Monitoring Financial Aid Progress**

Each financial aid recipient will have progress monitored effective with the term in which the first credit hour has been attempted. If, at the end of that term, the student has not met the required standards, the student will be placed on Financial Aid Warning for one semester. (See Required Standards.) If the student does not achieve FASAP at the end of the Warning semester, eligibility for federal and state financial assistance will be suspended until the student returns to FASAP. (See FASAP definition.)

**Note:** A transfer student's eligibility for all federal aid including Direct Loans is based on the cumulative grade point average and completion rate as listed on the Pensacola State College degree audit after all transfer credits have been evaluated. If the total number of transferred credits plus the number of required credits for the student's program of study will result in the student exceeding maximum timeframe in order to complete their program of study at this College, that transfer student must file an appeal for aid eligibility prior to being eligible for federal financial aid. Should the appeal be approved, the transfer student must sign and adhere to an Education Plan and its conditions prior to being awarded any federal financial aid, including Direct Loans.

## **REQUIRED STANDARDS**

At the end of the semester in which the first hour is attempted and each semester thereafter, the student must complete a minimum of 67% of all credits attempted. Completed grades for this policy are as follows: A, B+, B, C+, C, D+, D, and P. Incomplete grades for this policy are as follows: F, I, W, N, X, NC, SP, S, a n d U. In addition to completion of 67% of all attempted credits, each financial aid recipient must have earned a minimum cumulative grade point average dependent upon the total number of hours attempted as indicated below:

<b>Total Credit Hours Attempted</b>	<b>Required Minimum Cumulative GPA</b>
<b>1 to 24</b>	<b>1.50</b>
<b>25 to 48</b>	<b>1.75</b>
<b>49 or more</b>	<b>2.00</b>

(See Grading Policy for information regarding cumulative grade point average calculation.)

**Note:** A transfer student's eligibility for Direct Loans is based on their cumulative grade point average and completion rate as listed on their Pensacola State College Student Degree Audit after all transfer credits are evaluated and must be at minimum a 67%

completion and 2.0 GPA. All Pensacola State College students requesting federal student loans must have a 2.0 GPA.

## **MAXIMUM TIME FRAME**

### **Associate Degree Students**

Students otherwise eligible for federal or state financial aid and enrolled in an associate degree program who have attempted more than 150% of the number of credit hours required in that program are considered to be making unsatisfactory academic progress. Changes in program of study do not extend eligibility beyond the 150% credit hour maximum time frame.

### **Certificate Program Students**

Students otherwise eligible for federal or state financial aid and enrolled in an approved certificate program who have attempted more than 150% of the number of credit hours required in that program are considered to be making unsatisfactory academic progress. Changes in program of study do not extend a student's eligibility beyond the 150% credit hour maximum time frame.

### **Baccalaureate Degree Students**

A student must have completed the associate degree required for their planned baccalaureate and meet additional criterion to declare a baccalaureate degree program at Pensacola State College. Sixty of the required 120 college credits for the baccalaureate degree will be satisfied by the associate degree. Successful completion of the foreign language requirement is also required prior to completion of the requirements for a baccalaureate program. The student must have an Educational Plan to which they adhere in order to select and complete the required coursework within the published maximum timeframe allowable; 180 credits for a baccalaureate program of study with 120 required credits. Students otherwise eligible for federal or state financial aid and enrolled in a baccalaureate degree program who have attempted more than 150% of the number of credit hours required in that program are considered to be making unsatisfactory academic progress. If a student entering the baccalaureate degree program has already exceeded maximum timeframe or will exceed maximum timeframe prior to completing the required coursework for the baccalaureate degree, that student must have an approved "Educational Plan" for their declared baccalaureate on record with the Financial Aid/Veteran Services/Scholarship Office and a student specific signed "Letter of Understanding" on file. Accessible via the student's SpyGlass logon is the DEGREE AUDIT tab which all baccalaureate students should use to limit their enrollment each semester to courses required for their approved educational plan.

## **COLLEGE PREPARATORY (DEVELOPMENTAL/ REMEDIAL) CLASSES**

Required remedial coursework is counted in determining a student's enrollment for financial aid awarding purposes. However, by federal guidelines, financial aid recipients are limited to a maximum of thirty semester hours of funded developmental (remedial) coursework.

## **FINANCIAL AID APPEAL**

Any student who fails to maintain Financial Aid Satisfactory Academic Progress (FASAP) will lose eligibility for further participation in all Title IV or state financial aid programs. A student may request reinstatement of financial aid eligibility according to the established appeal procedure.

## **APPEAL PROCEDURE**

A Financial Aid Appeal Request Form is available in any financial aid office. Only unanticipated and unavoidable circumstances will be considered in the appeal review process. Such circumstances must be beyond the student's control and be directly responsible for the student's failure to meet the required standards.

The student must indicate clearly and in detail the circumstances of his/her failure to meet FASAP standards. Specific dates and events must be identified and documentation to support the appeal must be attached to the form. Appeals submitted without specific dates, events, or documentation are considered incomplete and will be denied. The student must attach a copy of their degree audit (Educational Plan), available at My Degree Audit on <http://pensacolastate.edu>. If an appeal is submitted during a registration period, the process will take longer.

The following are examples of circumstances that may be considered:

1. Serious illness or injury to the student
2. Serious illness, injury, or death of a student's immediate family member (parent, sibling, spouse)
3. Special documented circumstance of a unique and substantial nature.

The completed appeal form and documentation must be submitted to a Financial Aid/Veteran Services/Scholarships office located on the Milton, Pensacola, or Warrington Campus. The Financial Aid Appeals Committee will consider the appeal. If the appeal is granted, additional conditions may be established which the student will be required to meet in order to continue financial aid eligibility. The student will be notified in writing of the decision. Should the student receive a denial, the student may not submit another appeal for that award year. If the student does not agree with the denial and has substantive additional information and documentation, he or she may submit a written notice of disagreement to the director with a new appeal packet and the additional documentation. Should the student receive a denial by the director, the student may request in writing to the director that their appeal be forwarded for further review by the Vice President for Business Affairs whose decision is final.

## **Release of Student Financial Aid Information**

The disclosure of student information is governed by the policies of the Pensacola State College Board of Trustees and the Florida Department of Education within the parameters established by state and federal laws, including the Family Educational Rights and Privacy Act of 1974 (FERPA).

The written consent of the financial aid recipient is required for any disclosure or publication of any financial aid information that is personally identifiable. Parents and legal guardians of dependent financial aid recipients may have access to financial aid information only with the written consent of their dependent student. Contact the Office of Financial Aid/Veteran Services/Scholarships for the appropriate consent form.

## **Official Correspondence and Communication**

Official communication between Pensacola State College and all college students is through Pirate Mail and SpyGlass notifications. A student email address is issued to each student one day after his or her application for admission to Pensacola State College is processed. The FA/VS/Scholarship office will communicate through Pirate Mail and SpyGlass notifications. It is a student responsibility to regularly monitor this official Pirate Mail email site, failure to do so may result in a delay in the awarding of any and all aid or the loss of aid due to limited funding. See <http://piratemail.students.pensacolastate.edu> for details.

## **SCHOLARSHIPS**

The Pensacola State College Scholarship Program recognizes both academic performance and financial need when awarding scholarships. Many criteria are used to select scholarship recipients. Among these criteria are grade point average, leadership qualities, contributions to school or community, visual and performing arts achievement, athletic ability, and other academic activities. Additionally, the Florida Legislature requires all students receiving a Pensacola State College academic scholarship to have their financial need assessed by a national recognized system of needs analysis. This is accomplished by requiring students to complete the Free Application for Federal Student Aid (FAFSA) process.

To apply for a scholarship based on financial need, an applicant must complete and process an accurate and complete Free Application for Federal Student Aid (FAFSA). The FAFSA is available online at [www.fafsa.gov](http://www.fafsa.gov). The student must input Pensacola State College's school code 001513 as one of their college choices on the FAFSA. (See the Financial Aid section of the catalog.)

## **Academic Merit and Non-Academic Merit Scholarships**

Eligibility consideration in awarding scholarships begins with three key steps:

1. Apply early.

2. Submit a properly completed Pensacola State College Application for Admission to the college's Admissions Office.
3. Submit a properly completed Pensacola State College Scholarship Application to the FA/VA/Scholarships office by the published deadlines (for all scholarships awarded by the Pensacola State College Scholarship Selection Committee).

### Eligibility Requirements (Academic Merit and Non-Academic Merit Scholarships)

1. An applicant must be a U.S. Citizen or Resident Alien. All scholarship applicants must have a completed paid Application for Admission to Pensacola State College on file with the Admissions office. Students who have been attending Pensacola State College under the dual enrollment program must file a new Admission Application upon graduation from high school. Students who have stopped enrollment for one calendar year will need to update their application to the College to insure demographic information (name, address, phone number) and program of study are current.
2. Scholarship applicants who have completed an associate's or higher degree or have attempted a total of sixty-five college credits or more are not eligible.
3. Current high school seniors must submit an official copy of their high school transcript showing all work completed through the first semester of grade twelve to the Pensacola State College Financial Aid office and, **upon graduation from high school, applicants must submit a final official copy of their high school transcript to the college Registrar/ Admissions and notify the FA/VS/Scholarships office that they have done so. Failure to provide this final copy of the high school transcript may result in the application not being considered for available scholarships.**

Some scholarships require the grade point average to be based on academic courses only. Although not required, ACT or SAT scores should be provided, as test scores may be used to determine eligibility for some scholarships.

4. All home educated students must provide official documentation of registration with the district for grades eleven and twelve; and either a minimum score of 520 computation and 521 verbal on the SAT; or a minimum score of 19 English, 20 Math, and 22 Reading on the ACT; or a minimum score of 104 Reading, 99 Writing and 123 Math CPT test scores. This documentation must be submitted with the Pensacola State College Scholarship Application.
5. A scholarship applicant who has completed fewer than twelve college or vocational semester credits at Pensacola State College, and has graduated from high school within the last ten years must submit an official copy of his/her final high school transcript. For Pensacola State College scholarship purposes, selection consideration will be based on high school grade point average. Dual enrollment courses are considered in calculating the high school GPA until the student has completed at least twelve college credits beyond high school graduation.
6. A scholarship applicant who has completed fewer than twelve college or vocational semester credits at Pensacola State College, and graduated from high school more than ten years ago, will not be considered until the applicant has completed a minimum of twelve college, college preparatory, or vocational credits at Pensacola State College.
7. A scholarship applicant who has completed twelve or more college, college preparatory, or vocational semester credits at Pensacola State College and/or has attended other colleges or universities may be considered for Pensacola State College scholarships provided he/she has furnished the Pensacola State College Admissions office with official transcript(s) from the previously attended institution(s).
8. A scholarship applicant who has scored 3,000 or higher on the General Education Development (GED) Exam may be eligible for a Pensacola State College scholarship. Applicants must have tested or re-tested for the GED exam with the Pensacola State College Test Center between November 1 and March 31.
9. Students who do not meet the Pensacola State College Standards of Academic Progress (on academic warning, probation, suspension, suspension waiver or have other

restrictions) are not eligible for a Pensacola State College Scholarship.

10. An appeal for an exception to the scholarship policies may be submitted to the Pensacola State College District Financial Aid/Veteran Services/Scholarships Office. The appeal must be in writing with a full explanation and documentation. The director of FA/VS/Scholarships will either approve or deny the appeal. If the appeal is denied, it will be forwarded to the Pensacola State College Scholarship Policy Committee for consideration at their next scheduled committee meeting.

**Note:** It is the scholarship applicant's responsibility to ensure all required documents requested are received by the Pensacola State College Financial Aid/Veteran Services/Scholarship Office by the published deadlines.

### Scholarship Application Forms

To be eligible for consideration for the Pensacola State College Academic Merit and Non-Academic Merit scholarships, applicants need to complete only one Pensacola State College Scholarship Application form for the entire academic year.

A scholarship application may be updated any time during that year by providing the appropriate information/ documentation to the district FA/VS/Scholarship office.

The Pensacola State College Scholarship Application forms are available on all Pensacola State College campuses, sites, and the Financial Aid/Veteran Services/Scholarships website.

Student Services Office, Milton Campus, Building 4200  
Financial Aid/Veteran Services/Scholarships Office,  
Pensacola Campus, Building 2  
Financial Aid/Veteran Services/Scholarships Office,  
Warrington Campus, Student Affairs, Building 3600  
Online at [www.pensacolastate.edu/FAVA/scholarship.asp](http://www.pensacolastate.edu/FAVA/scholarship.asp)

Completed scholarship applications must be returned to any of the Pensacola State College Financial Aid/Veteran Services/Scholarships office locations by the published deadline and date stamped to indicate timely receipt.

### Scholarship Deadline Dates

One general rule always applies. Complete the scholarship application process as soon as possible. Scholarship deadline dates are strictly enforced. Deadlines for consideration are published on the college website.

### Pensacola State College Foundation Scholarships

The Pensacola State College Foundation, Inc. is a private non-profit corporation established to encourage, solicit, receive, and administer funds for the benefit of the College and College activities including the College's scholarship program.

The Pensacola State College Foundation scholarships are divided into two categories:

1. Foundation Scholarships awarded by the Pensacola State College Scholarship Selection Committee using
2. Foundation- approved selection criteria.

Foundation Scholarships awarded by Foundation/College appointed awarding administrators using selection criteria established by the donor.

For detailed information regarding eligibility, selection criteria and application procedures, refer to the Financial Aid/Scholarship application.

### Additional Information

For additional information about scholarship availability, specific eligibility requirements, or transfer scholarships, contact the district Financial Aid/Veteran Services/Scholarships Office located in the Registration Center (Building 2) on the Pensacola campus. The telephone number for scholarship information is (850) 484-1634 or review the information on the Financial Aid/Veteran Services/Scholarships website at [www.pensacolastate.edu/fava](http://www.pensacolastate.edu/fava).

# ACADEMIC REGULATIONS AND POLICIES

## STANDARDS OF ACADEMIC PROGRESS

### College Credit and Vocational Credit

The regulations regarding academic progress apply to all credit students regardless of the beginning date of attendance. In determining academic progress, all credits are combined: college, vocational, and college preparatory/developmental. Transfer courses and courses taken for audit will not be included in the determination of academic standing. "Attempted" is defined as any course in which a student has processed an official registration and in which a student remains enrolled after the schedule adjustment period excluding any course for which a student receives a refund. A student's academic standing is determined at the end of the term in which the 13th hour is attempted. At the end of that semester and every semester thereafter, a student must have earned credit in one-half of all hours attempted and have a cumulative grade point average dependent upon those attempted hours as follows:

Attempted Hours	Completion Requirements	Minimum GPA
13 to 35	One-half of total hrs attempted	1.50
36 to 45	One-half of total hrs. attempted	1.75
46 or more	One-half of total hrs. attempted	2.00

See Grading Policy for an explanation of cumulative grade point average calculation; however, keep in mind that the GPA referred to here is a combined GPA of all courses regardless of level (college, vocational, preparatory/developmental).

**Good Standing** A student is in good standing when the above requirements are met.

**Academic Warning** A student is considered to be in good standing while in the warning status.

**Academic Probation** A student will be placed on academic probation, after being on warning, at the end of a term if any one of the conditions in the above table is not met.

**Academic Suspension** A student will be suspended, after being on probation, if any one of the conditions in the above table is not met.

**Suspension Waiver** A student may request approval to re-enroll after suspension by filing a formal appeal to the Student Academic Appeals Committee. Appeal procedures may be obtained in the Registrar's Office. If approved, the student will be permitted to enroll in a status of Suspension Waiver and is expected to complete all classes attempted with grades of "C" or better. In some instances, the Committee will establish additional enrollment conditions. If disapproved, the student may be dismissed. See Academic Dismissal.

**Academic Dismissal** If the conditions of the Suspension Waiver are not met, the student may be dismissed for one major semester. A student may appeal a dismissal to the Student Academic Appeals Committee. If approved, the student will re-enroll in the status of Suspension Waiver. (See above.) If disapproved, the student will be required to sit out for one major semester. Committee disapproval may be appealed to the Vice President of Academic Affairs.

**Collegiate High School** The regulations regarding academic progress apply to all Collegiate High School students regardless of the beginning date of attendance. Only courses taken in the Collegiate High School will be used to determine academic standing. "Attempted" is defined as any course in which a student has processed an official registration and in which a student remains enrolled after the schedule adjustment period.

A Collegiate High School student's academic standing is determined at the end of the term in which the fifth credit is attempted. At the end of that semester and every semester thereafter, a student must have earned credit in one-half of all credits attempted and have a cumulative grade point average dependent upon those attempted hours as follows:

Attempted Hours	Completion Requirements	Minimum GPA
5 to 14	One-half of total hrs. attempted	1.00
15 to 18	One-half of total hrs. attempted	1.25
19 or more	One-half of total hrs. attempted	1.50

**Good Standing** A student is in good standing when the above requirements (completion and minimum GPA) are met.

**Academic Warning** A student will be placed on academic warning at the end of a term if any one of the conditions in the above table is not met. A student is considered to be in good standing while in the warning status.

**Academic Probation** A student will be placed on academic probation, after being on warning, at the end of a semester if any one of the conditions in the above table is not met.

**Academic Suspension** A student will be suspended, after being on academic probation, at the end of a semester if any one of the conditions in the above table is not met.

**Suspension Waiver** A student may request approval to re-enroll after suspension by filing a formal appeal to the Student Academic Appeals Committee. Appeal procedures may be obtained in any registration office or in the Collegiate High School Counseling Office. If approved, the student will be permitted to enroll in a status of Suspension Waiver and is expected to complete all classes attempted with grades of "C" or better. If disapproved, the student may be dismissed. See Academic Dismissal.

**Academic Dismissal** If, after being permitted to re-enroll in the status of Suspension Waiver, a student does not meet the conditions established by the Student Academic Appeals Committee, the student may be dismissed for one major semester. A student may appeal a dismissal to the Student Academic Appeals Committee. If approved, the student will re-enroll in the status of Suspension Waiver (see above). If disapproved, the student will be required to sit out for one major semester. Committee disapproval may be appealed to the Vice President of Academic Affairs.

## ACADEMIC GRADE AMNESTY

Credit students with previous coursework that is ten years of age or older may seek Academic Grade Amnesty (AGA), which will remove the effect of those credits on the cumulative grade point average.

AGA may be granted only once in a student's academic career. If granted, AGA applies to all credits and grades that are ten or more years of age. Students may not select specific terms, specific courses, or specific grades. AGA will apply to all coursework that is ten years of age and older from the date AGA is granted.

If a student has already earned a degree or certificate, Academic Grade Amnesty will not be permitted if it results in the forgiveness of courses used for the previously earned degree or certificate.

All courses and grades affected by AGA will remain on the official Pensacola State College transcript even though the grades are not used in calculating the cumulative grade point average. A notation of the Academic Grade Amnesty will be posted to the student's record and will appear on the official transcript.

AGA granted at Pensacola State College may not be honored in the transfer process. Other institutions may consider the older credits and grades when evaluating a student's Pensacola State College transcript. Students seeking AGA are encouraged to discuss the matter with representatives of the institution to which transfer is planned.

AGA has no effect on federal and state student financial aid standards of academic progress.

Students requesting AGA are required to meet with an advisor before submitting the request for AGA.

## MAXIMUM ATTEMPTS FOR A COURSE

Students may attempt any college credit course or college preparatory/developmental course twice with regular fee assessment. A third attempt of the course will result in the assessment of the full cost of instruction. The full cost of instruction is approximately three times the cost of the in-state tuition rate. Students enrolling in a third attempt of any course will not be permitted to withdraw from the class or change to non-credit. A final grade of "W," "I," "N," or "NC" will not be permitted, and a letter grade will be assigned. A student may appeal the assessment of the full cost of instruction to the Vice President of Student Affairs or designee.

A request for enrollment in a course for a fourth attempt requires the approval of the Vice President of Student Affairs or designee.

Any registration for a third or greater attempt of one course cannot be processed through Spyglass web registration; the registration, if approved, must be processed after discussion with an advisor.

Florida Law mandates the maximum number of times a student can attempt any course.

## MAXIMUM HOURS PER TERM

Students are limited to enrollment in no more than 18 credits per semester. Requests for waivers to the limit may be discussed with a student services director on any campus or center.

## REPEATING COURSES

Courses in which a grade of "D," "D+," or "F" was earned may be repeated for credit and only the most recent grade earned will be used to calculate the cumulative grade point average. This policy applies to any student who repeats a course in which a grade of "D" or "D+" was earned and earns a grade of "F" in the repeated course; the "F" grade will replace the "D" or "D+" for calculation of the cumulative grade point average.

Courses that are not indicated in the course description as repeatable courses should not be retaken if the initial grade was a "C" or better. If repeated, credit will not be given for the repeat and the grade earned in the repeat will not count for GPA calculation.

Students receiving financial aid should consult with a financial aid representative before repeating any course.

Other institutions to which the student transfers may use all course attempts in computing the transfer grade point average.

## ATTENDANCE POLICY

### Distance Learning Attendance

For those students enrolled in distance learning courses, participation in the course according to the schedule of events described by the instructor is considered "attendance." Students who do not access the class web site during the first week of class, do not take examinations by established due dates, or do not otherwise participate in the distance learning process as outlined by the instructor are subject to withdrawal according to the attendance policies outlined below.

### No-Show Procedure for First Week of Classes

Attendance during the first week of classes is required. Students who do not attend the first week of class will be withdrawn with a "W" grade reflected on the permanent record. Students who are withdrawn for not attending the first week of class may discuss reinstatement with the instructor. If the instructor does not support the reinstatement, the student may petition the Student Academic Appeals Committee for reinstatement. Students who have registered for a distance learning course are required to access the web site for the course during the first week. Failure to do so will result in withdrawal.

### Attendance

Regular and punctual attendance is required. Students are responsible for knowing and adhering to the instructor's attendance policy for each course taken. Specific attendance requirements for each course will be included in the course syllabus provided by the instructor.

## Tardy

A student not in the class at its beginning will be counted tardy. When so specified in departmental policies, program policies, or the instructor's syllabus, habitual or excessive tardiness may be converted to absences. Some instructors will not permit late entrance into a class as this disturbs the educational experience; the section syllabus will indicate the instructor's policy on late entry.

## Excessive Absences

A student may miss one class meeting beyond the number of times the class meets per week before being considered excessively absent. For example, if a student is enrolled in a class that meets three times per week, the student may miss four class meetings. If the student misses a fifth class meeting, the student may be considered excessively absent. This policy will be followed for 16-week classes in a fall or spring term and 12-week session classes in the summer. These allowable absences should provide for student illness as well as permit the student to take care of emergencies and personal business.

Absences during a six-week summer session or an eight-week session will be considered excessive if the student misses more than three day classes or more than two evening classes.

A student registering late in any course will be counted absent for those class meetings missed before the registration.

Students who do not attend during the first week of class will be withdrawn. (See the No-Show Procedure for the First Week of Classes.)

## Instructor Withdrawal

Instructors may withdraw a student who is excessively absent up to the 70th percent point of the semester. After the 70th percent point, neither instructor nor student can process a withdrawal and a final grade will be assigned. Instructors will withdraw a student who has not attended a class meeting during the first week. Instructors may assign a grade of Early "F" to a student who is excessively absent.

## Early "F" Grade Assignment

Instructors will be permitted to assign an Early "F" to a student who meets any of the following criteria:

- A student who has stopped attending a class in which the instructor does not process withdrawals;
- A student who stops attending a class after the 70th percent point of the class;
- A student who stops attending a course being attempted for the third time;
- A student who has been determined to be cheating on any assignment or examination; or
- A student who has plagiarized any written assignment.

Students who have been assigned the Early "F" for non-attendance will be provided an opportunity to adjust the "F" to a "W" (student withdrawal). The "F" must remain in third-attempt courses, in cases where the student does not request the adjustment prior to the established withdrawal deadline, and in cases where the "F" is assigned for cheating or plagiarism. If the adjustment is processed, the last date of attendance as reported by the instructor of record will remain. Students who have been assigned an "F" as a result of cheating or plagiarism do not have the option of requesting an adjustment to "W" but may dispute the grade assigned by following the grade grievance process.

Under extenuating circumstances, a student will have an opportunity to appeal for late withdrawal after the 70th percent point of the class. The Student Academic Appeals Committee will review these appeals. Information regarding the appeal process may be obtained in any registration office.

## Reinstatement

Students who are withdrawn for excessive absences or assigned the Early "F" may discuss the option for reinstatement with the instructor. Students who do not attend the first week of class and are withdrawn in accordance with the "No-Show" procedure may discuss the option for reinstatement with the instructor. If the instructor does not agree to the request for continued enrollment in the class, the student may petition the Student Academic Appeals Committee for reinstatement.



## Students Receiving Veterans Benefits

Students receiving benefits from the Veterans Administration are required to abide by the College's Attendance Policy as stated in this Catalog. If the student exceeds the number of absences permitted and does not have the instructor's approval, certification will be terminated.

## College Trips

A student who is representing the College on official business, including field trips, will not be counted absent provided a prior notice is given to the instructor and any missed work is completed.

## Special Programs

In certain specialized programs, such as the health-related programs, licensure and certification requirements mandate fewer absences than the College normally permits. Students in these programs are advised of these externally imposed attendance requirements. If these requirements are exceeded, the student will not be withdrawn from academic courses but may be withdrawn from the specific program.

## ENROLLMENT STATUS

Pensacola State College considers full-time enrollment to be enrollment in 12 college, vocational, and/or college preparatory/developmental credit hours in any semester. Full-time enrollment in any of the health programs is also considered to be 12 credit hours. Collegiate High School students are considered full-time when enrolled in 20 contact hours per week in any fall or spring semester. Continuous enrollment is defined as being enrolled in credit courses in the fall and spring semesters. In certain circumstances, continuous enrollment may be defined differently.

## Certification of Attendance

The Registrar's Office will provide official statements certifying attendance status to outside agencies. Certification of the attendance or veterans is processed by the Veteran Services Office.

## EXAMS

Final examinations are administered during the final examination week at the end of each term, at the dates and times published on the Pensacola State College web site. It is each student's responsibility to know when and where final examinations are scheduled and to be present and on time with all required materials. The administration of a final examination at any time other than the published final examination period is a violation of College procedure. However, changes to published examination dates and times may be made by the course instructor, with department head approval, during the scheduled examination week if an examination is scheduled on a non-class day or if simultaneous examinations are scheduled. Students may not attempt a final examination twice for a single class. Any examinations in distance learning courses must be scheduled in a way that will not hinder any student's participation in his/her traditionally delivered courses and/or examinations.

## Late Examinations

In the event of an individual student's absence for a final examination in any class due to illness, or other reason approved by the course instructor prior to the exam, a grade of "I" (incomplete) may be assigned by the instructor of record, and a deferred examination may be given.

## CHANGE OF POLICY DISCLAIMER

The provisions of this publication are not considered a contract between the student and Pensacola State College. The College reserves the right to change any provision or requirement when the College deems such action necessary. Students are encouraged to consult with an advisor to verify the appropriateness of the courses selected before enrollment in those courses.

Students are expected to familiarize themselves with all rules and regulations of the College including official announcements that may be posted in student services areas, published in the Catalog, placed on the College web site, disseminated by mail, or provided

# GRADES

## GRADE REPORTS

Grade reports are not mailed. Final grades may be viewed through a student's Spyglass record on [www.pensacolastate.edu](http://www.pensacolastate.edu). Students may obtain midterm progress information from instructors. In some cases, instructors will post midterm grades, which may be viewed on Spyglass. In all cases, midterm grades do not display on academic transcript and do not become a part of a student's permanent record.

## GRADE INFORMATION

Grades are awarded in all college, vocational, college preparatory/developmental and vocational preparatory courses as well as in certain non-credit courses. Pensacola State College maintains permanent records for all students registering for courses. Students may obtain final grades for a course by accessing their Spyglass records online at [www.pensacolastate.edu](http://www.pensacolastate.edu). A cumulative record of the student's grades appears on the transcript. Letter grades are assigned, and a complete explanation of the letter grades appears in the Grades Table of this Catalog.

## GRADE POINT AVERAGE

The student's permanent record also contains grade point average (GPA) calculations. The student's GPA is used in determining academic standing, graduation readiness, eligibility for the honors lists and graduation with honors, and in other academically-related decisions.

In general, the Grade Point Average is computed as follows:

$$\text{Quality Point} \div \text{Credit Hours (for GPA)} = \text{GPA}$$

When calculating the cumulative GPA, use total quality points and total credit hours. Quality points are awarded as follows:

Grade	Grade Quality Points
A	4
B+	3.5
B	3
C+	2.5
C	2
D+	1.5
D	1
F	0

To determine the total quality points for a grade in a particular course, the following formula is used:

$$\text{Credit Hours} \times \text{Grade Quality Points} = \text{Total Quality Points for Course}$$

For example, the total quality points for a grade of "C" in ENC1101 (a three-credit hour course) are calculated by multiplying the credit hours by the grade quality points for a "C": three credit hours X two grade quality points = six total quality points for the course.

Credit hours are defined as those credits in which a letter grade (A through F) has been awarded. Grades of S, P, U, I, N, NC, W, and X do not carry grade quality points. In general, credits for these grades do not count in hours pursued. However, in certain other circumstances, such as determination of repeat enrollments and in computation of certain specialized GPAs, credits that carry these grades may be included in the GPA computation. Questions regarding grade calculations may be directed to any student services office.

# GRADES TABLE

Grade <sup>1</sup>	General Meeting	Grade Points Assigned Per Credit (Quality points)	Credit Count Toward Graduation?	Does Credit Transfer?	Can Be Repeated To Improve Graduation GPA?	Does It Affect Cumulative GPA?	Does It Count As "Attempted Credits" For Standards of Academic Progress?
A	Excellent	4.0	Yes	Yes	No	Yes	Yes
B+	Very good	3.5	Yes	Yes	No	Yes	Yes
B	Good	3.0	Yes	Yes	No	Yes	Yes
C+	High average	2.5	Yes	Yes	No	Yes	Yes
C	Average	2.0	Yes	Yes	No	Yes	Yes
D+	Below average	1.5	Yes	Sometimes	Yes	Yes	Yes
D	Poor	1.0	Yes	Sometimes	Yes	Yes	Yes
F	Failure	0.0	No	No	Yes	Yes	Yes
I <sup>4</sup>	Incomplete	0.0	No	No	Yes	No	Yes
W <sup>5</sup>	Withdrew	0.0	No	No	Yes	No	Yes
P <sup>6,9</sup>	Passing	0.0	Yes	Yes	No	No	Yes
N <sup>5</sup>	No Credit	0.0	No	No	Yes	No	Yes
X <sup>5,7</sup>	Audit	0.0	No	No	Yes	No	No
NC <sup>5,7</sup>	Non-Credit	0.0	No	No	Yes	No	Yes
SP <sup>8</sup>	Showing Progress	0.0	No	No	No	No	No
S <sup>10</sup>	Satisfactory	0.0	No	No	No	No	No
U <sup>10</sup>	Unsatisfactory	0.0	No	No	No	No	No

- Final grades are based upon daily work, special reports, research papers, laboratory and field work, tests, and final examinations.
- Upon written request, transcripts will be furnished without charge.
- Courses with final marks of "P" or "C" or higher cannot be repeated for credit or to improve one's GPA.
- "I" (Incomplete) grades received at the end of any Term become "F" if not completed by the date assigned by the instructor or the maximum completion date of one academic year.
- A grade of "N" is used only in remedial courses. A grade of "N" may be assigned to students earning a "D" or "F" in such courses. VA-assisted students education benefits will not be affected by an "N" grade, but VA students should not expect to retain benefits for any courses assigned a "W", "NC," or "X."
- Credits earned examinations such as advanced placement tests, College Examination Program (CLEP), and departmental examinations do not affect GPA. They count as credits toward graduation and are counted as meeting certain course requirements.
- Not to be assigned by instructor. Except in CEU courses, a student may elect to audit a course at registration or before drop/add ends, and the status cannot be changed later.
- For use in coursed offered through the Adult Basic Education Department indicating that although coursework has not been satisfactorily completed, positive progress is being made.
- Credit earned through the Pass/Fail option will carry a grade of "P" or "F". A grade of "P" will not be included in the calculations of grade point average; a grade of "F" will be included in the calculations of grade point average.
- Assigned only in non-credit classes.

## INCOMPLETE GRADES

An "I" grade is assigned when the student and the instructor reach a mutual agreement that the student has a reasonable chance of successful completion of the coursework. If the student has ceased attending class, is not passing the class, or has not completed at least 70% of the course, a grade arrangement other than an incomplete will be made.

The student and the instructor will enter into a written contract for the completion of the course. A copy of the contract will be provided to the student and copies will be maintained by the instructor and the department head. The contract will identify the following information:

- The student's last date of attendance in the course;
  - The student's expected date of completion; and
  - The student's remaining requirements for course completion.
- The last date to complete the course is determined at the instructor's discretion but cannot exceed one year from the last day of class. An "I" grade in college, vocational, and high school courses will become a grade of "F" if not completed by the date indicated by the instructor.
- An "I" grade in a college preparatory/developmental course will

become a grade of "N" if not completed by the date indicated by the instructor. With extenuating and mitigating circumstances, a student may request an "F" grade be changed to "W" by filing a formal appeal for a late withdrawal to the Student Academic Appeals Committee.

## MINIMUM GRADES

Grades of "D" and "D+" are earned credits and may be used to meet program requirements unless otherwise specified and will be used in calculating academic progress. Students seeking an associate in arts degree must earn a minimum grade of "C" or better in each mathematics course and each writing- emphasis course used to meet general education requirements. The minimum grade requirement is established by State Board of Education Rule 6A-10.030. See the General Education Requirements section of this Catalog. Other specialized courses and programs identified in course descriptions, program requirements, as well as departmental and advising publications may carry minimum grade requirements. Students repeating a course in which a "D" or "D+" has been earned will receive the grade and credit of the repeated course. The student will not have the ability to use both grades and both course credits earned.

## STUDENT RECORDS AND TRANSCRIPTS

**Records** The Registrar's Office is a single office at Pensacola State College and is located on the Pensacola Campus. All permanent, official, and final records of students are housed in and released by this office. Student records are maintained in a fire protected vault and in electronic computer files. Information is released only upon the written request of the student in accordance with federal laws. Additional details on student records, the procedures for accessing records, appealing record contents, and receiving restricted records, and other rights of the Family Educational Rights and Privacy Act of 1974 are available from the College Registrar.

**Transcripts** A transcript of a student's academic record is kept in electronic files, filed in a permanent record folder, or housed on an archival record medium in the Registrar's Office. Transcripts and other student record information will not be released if a student has an outstanding obligation to the College (incomplete admissions file or financial obligation). Under most circumstances, a student may obtain a copy of his/her transcript on the next business day after submitting the request. All transcripts issued to students will be stamped "issued to student." Transcripts may be requested through a student's SPYGLASS record at [www.pensacolastate.edu](http://www.pensacolastate.edu). Transcripts may be requested in writing at a registration office or by mail/FAX. The written request must be accompanied by photo identification.

**Release of Student Information** The disclosure of student information is governed by the policies of the Pensacola State College Board of Trustees and the Florida Department of Education within the parameters established by state and federal laws, including the Family Educational Rights and Privacy Act of 1974 (FERPA).

The written consent of the student is required for the disclosure or publication of any information that is personally identifiable of the student and part of the educational record. Certain exceptions, both in types of information that can be disclosed and in access to that information, are allowed by FERPA.

Subject to statutory conditions and limitations, prior consent of the student is not required for disclosure of information in the educational record to or for the following:

- Officials of the College with a legitimate educational interest State and Federal departments of education (DOE) as required for reporting and tracking of students;
- Certain government agencies;
- Accrediting organizations;
- Certain financial aid matters;
- Certain research circumstances;
- Health and safety emergencies;
- Pursuant to order or subpoena provided the student is notified in advance of the College's compliance with the order or subpoena; and
- Any situation required by law.

### Parents' Rights to Student Information

When a dependent student enters a post-secondary institution, the privacy/confidentiality rights transfer from the parent to the student. The Family Educational Rights and Privacy Act (FERPA) permits the release of information, other than Directory Information, to parents and legal guardians of dependent students. Pensacola State College will release information to an eligible parent or legal guardian in accordance with the specifications in FERPA and under the following circumstances:

The student is a dependent according to the Federal Internal Revenue Code.

The parent or legal guardian signs an affidavit, under penalty of perjury, indicating his/her status as the parent or legal guardian of a student who is eligible to be claimed as a dependent for IRS purposes. The affidavit may be obtained in any registration office and must be notarized.

The notarized statement described above will be filed in the student's permanent record, a copy will be provided to the parent, and the affidavit will remain effective for the tax year in which it was submitted.

In situations where the parent or legal guardian is asking for specific information known only by the instructor of a class in which the

student is enrolled, the parent or legal guardian will complete the affidavit and will be provided a copy of the affidavit to present to the instructor for a scheduled conference. FERPA prohibits discussion by telephone or through email with anyone other than the student.

Pensacola State College may request documentation to substantiate the claim to eligibility for the confidential student information.

### Directory Information

Prior consent of the student is not required for disclosure of portions of the educational record defined by the College as Directory Information. Pensacola State College includes the following as Directory Information:

- Whether or not the student is currently enrolled;
- Dates of registered attendance;
- Degree(s) earned, date, major or field of concentration, and honors received;
- Participation in officially recognized activities and sports; and
- Weight and height of members of athletic teams.

Directory Information may be released by or published by the College without prior written consent of the student unless the student submits a formal request to withhold the release of Directory Information.

### Solomon Amendment (Information Provided to Military Recruiters)

If "student recruiting information" is requested by any branch of the armed services, the Solomon Amendment to the Family Education Rights and Privacy Act (FERPA) requires institutions to provide the information on currently enrolled students who are at least seventeen years of age. The information may be requested by any branch of the armed services no more than once per semester.

"Student recruiting information" is defined by federal law as student name, address, telephone number(s), age or date of birth, birth place, class level, degrees received, major, and most recent educational institution attended. Students who do not wish recruiting information to be released to military recruiters may file the Request for Confidential Status of Directory Information (see below).

### Request for Confidential Status of Directory Information

A student may request that no information, including Directory Information, be released except as required by law. The student must complete the Request for Confidential Status of Directory Information form available in any registration office. A student's request to prevent the release of any information will result in preventing the publication of all items including graduation, honors, and awards. Further, queries to the College by prospective employers regarding dates of enrollment and graduation information will not be answered. Students are encouraged to contact the Registrar's Office with any concerns about confidentiality of records and release of information. The Request for Confidential Status of Directory Information will not prevent the release of information to an eligible parent or legal guardian, and subpoenas will be honored regardless of the request for confidential status.

# GRADUATION

## RESPONSIBILITY

Students are responsible for selecting courses that meet program requirements and for earning the required minimum grades in those courses. See Minimum Grades.

Students may review their graduation progress with an advisor, their program managers, through the degree audit component of Spyglass, or through [www.FACTS.org](http://www.FACTS.org).

## EFFECTIVE CATALOG POLICY

A student must follow the requirements in effect at the time of initial enrollment in a program of study, and the student is expected to complete the program within five catalog years. A student who does not complete the requirements within five catalog years will be analyzed for graduation using the catalog requirements in effect upon re-enrollment after the expiration of the initial effective catalog.

If a student's program of studies becomes inactive and the student has not been continuously enrolled, the ability to resume studies in the inactive program may not be offered to the student. Continuous enrollment for this purpose is considered enrollment in at least one course per major semester (fall, spring) during an academic year.

## APPLICATIONS AND PROCEDURES

**Application for Graduation** Each student must submit an Application for Graduation through Spyglass on the College's web site by the published deadline. Students who do not apply by the published deadline will be reviewed for graduation and, if eligible, may still march in the graduation ceremony; however, their names may not appear in the commencement program. Students are encouraged to apply for graduation one term in advance of anticipated program completion.

**Graduation Procedures** Upon receipt of the Application for Graduation, the student's permanent record at the College will be reviewed. If the graduation analyst in the Registrar's Office determines that a student will not meet graduation requirements, the student will be notified and advised to meet with an academic advisor or the program manager to find a resolution to the graduation discrepancy. All admissions conditions and financial obligations must be resolved prior to graduation.

**Commencement Ceremony** The College holds two commencement ceremonies: at the end of the Fall Term in December and at the end of the Spring Term in May. The Director of Student Life will mail information regarding graduation regalia (cap and gown rentals) and other information regarding the graduation ceremony.

**Diplomas** Diplomas are mailed to students after the commencement ceremony and upon completion of the final review of requirements. Spring Term and Summer Term graduates may expect their diplomas within three weeks after graduation. Because of the Winter Holidays, Fall Term (December) graduates may expect their diplomas by the third week of January. Diplomas will not be mailed to students with outstanding financial obligations to the College or incomplete admissions records. Diplomas will be released upon request after satisfaction of the financial obligation or submission of the missing admissions document.

## TRANSFER OF CREDIT

**Articulation and Transfer of Credit** Pensacola State College offers a broad range of educational opportunities for the student whose goal is to transfer to a four-year institution. The resources listed below can assist students in making informed decisions when selecting courses, choosing transfer institutions, and developing their transfer plans.

**Advising Centers** Students planning to transfer Pensacola State College coursework to another college or university should contact a Pensacola State College Advising Center or Student Services or Office to take advantage of the resources designed specifically for transfer students. Some of the resources available include college and university catalogs, reference books and materials, transfer

manuals, transfer admissions information, and information about general education requirements and electives most suitable for the planned transfer. Students are encouraged to take advantage of these resources during the first semester they enroll at Pensacola State College, particularly if they are undecided on a major or have not selected a senior institution.

**Online Resources** Articulation and transfer information is available at [www.pensacolastate.edu](http://www.pensacolastate.edu) and [www.FACTS.org](http://www.FACTS.org) (Florida Academic Counseling, and Tracking for Students). Students may access their Spyglass records and process degree audits to assist in the selection of courses that will meet graduation requirements. A variety of tools to assist students planning to transfer to other colleges or universities in Florida may be found at [www.FACTS.org](http://www.FACTS.org). Students will find information on the following:

- Career planning
- Online applications
- Transfer services
- College advising tools
- Advising manuals
- Financial aid information

**Transfer Courses** Transfer courses are those that are designed to transfer to other colleges and universities.

The transferability of a course does not necessarily indicate that it will apply towards a specific major or degree at a four-year college or university. Therefore, it is important for students to consult with an advisor about the transferability and the applicability of a specific course for the student's intended major and transfer institution.

The Florida Department of Education is recommending that the maximum number of lower division credit hours accepted in transfer to Florida public universities and colleges is fifty semester credit hours. Some exceptions may be made based on the student's courses and individual university and program. Hours in excess of sixty may not apply toward a bachelor's degree. Remedial courses and non-transfer courses would be excluded from this limit.

To assist students in transferring from one college to another, most institutions of higher education in Florida are members of the Florida Common Course Numbering System. This system provides a shared, uniform set of course designations or equivalences to facilitate the transfer of credit on a statewide basis. Common Course Numbering information is found at [www.facts.org](http://www.facts.org).

**Articulation Agreements** Articulation is the formal process of developing and maintaining transfer options for students. Pensacola State College and several four-year institutions establish signed articulation agreements to provide students with access to, and linkages with, baccalaureate degree-granting institutions. Agreements often include the following: minimum GPA requirements for admission, minimum number of credit hours that will transfer, and transferable courses for specific degrees or majors. In addition, students should consider the following tips when making their transfer plans:

- Begin early and plan ahead.
- Develop a transfer plans with the assistance of a Pensacola State College advisor.
- Make contact with an academic advisor and admissions representative at the institution to which transfer is planned.
- Follow the transfer agreement established for each college or university program listed.

**Resolution of Transfer Disputes** Pensacola State College works closely with other colleges and universities to provide a smooth transfer experience for Pensacola State College students. The Transfer Services link at [www.FACTS.org](http://www.FACTS.org) provides procedures for the resolution of admissions and transfer difficulties.

Students may contact the Office of the Dean of Baccalaureate Studies and Academic Support for resolution of credit or transfer difficulties.

## GRADUATION RATES

Information regarding graduation rates and placement information is available as required by the Student Right to Know Act (Public Law 101-542) in the Office of Placement and Follow-Up located on the Pensacola Campus.

## GRADUATION REQUIREMENTS

### All Programs

- Complete all course requirements as specified in the program of study published in the Effective Catalog (the catalog in effect at the time the student first enrolled in the program). See Effective Catalog Policy;
- Submit a Graduation Application through Spyglass even if participation in a commencement ceremony is not planned; the Graduation Application prompts the analysis of the permanent record for graduation purposes; and
- Resolve all admissions requirements and satisfy all financial obligations to the College including parking and library fines.

### Baccalaureate Degree

- Earn a minimum cumulative grade point average of 2.00 ("C") in all work completed at the College. If any work has been attempted at any other college or university, the grades earned at the other institution(s) combined with the grades earned at Pensacola State College must also result in a minimum cumulative grade point average of 2.00;
- Complete a minimum of 25% of degree program requirements in residence at the College (Pensacola State College courses);
- Complete the general education requirements for the associate in arts degree including earning grades of "C" or better in all writing-emphasis courses and mathematics courses; and
- Meet the foreign language requirement with two years of the same language in high school or eight semester hours of the same language in college course work.
- **Associate in Arts Degree**
- Earn a minimum cumulative grade point average of 2.00 ("C") in all work completed at the College. If any work has been attempted at any other college or university, the grades earned at the other institutions) combined with the grades earned at Pensacola State College must also result in a minimum cumulative grade point average of 2.00.
- Complete a minimum of 25% of program requirements in residence at the College (Pensacola State College courses).

### Associate of Science and

### Associate of Applied Science Degrees

- Earn a minimum cumulative grade point average of 2.00 ("C") in all work completed at the College. If any work has been attempted at any other college or university, the grades earned at the other institution(s) combined with the grades earned at Pensacola State College must also result in a minimum cumulative grade point average of 2.00.
- Earn a minimum cumulative GPA of 2.00 in all general education courses used for the degree.
- Complete a minimum of 25% of program requirements in residence at the College (Pensacola State College courses).

### Certificate Programs

- Earn a minimum cumulative grade point average of 2.00 ("C") or better in all work completed at the College. If any work has been attempted at any other college or university, the grades earned at the other institutions combined with the grades earned at Pensacola State College must also result in a minimum cumulative grade point average of 2.00.
- Have a cumulative grade point average of 2.00 or better in all courses applicable to the specific program of study.
- Achieve appropriate minimum skill levels on the Test of Adult Basic Education (TABE) if required for the particular program of study. Students pursuing a certificate may be exempt from the TABE requirement based on a previously earned associate or higher degree.

## Collegiate High School

- Earn a cumulative grade point average of 2.00 in all courses required for graduation. Earn at least three high school credits at the Pensacola State College Collegiate High School. One of these credits may be an approved dual enrollment course taken during enrollment in the Collegiate High School.
- Earn a minimum of 24 high school credits as specified by Florida Statute 228.0422 to include the mandated credits in required courses Pass the Florida Comprehensive Assessment Test (FCAT) or the High School Competency Test (HSCT), whichever is appropriate. The State Department of Education establishes minimum scores. The tests are given at no charge to the student and may be retaken if necessary. A student who does not pass the FCAT will not be awarded the high school diploma. However, the student's permanent record will contain the notation of earning the Certificate of Completion. At the time of this Catalog's publication, the state is requiring End of Course Examinations in certain subject areas. Collegiate High students are encouraged to discuss graduation requirements with their advisor of choice.

## COMMENCEMENT CEREMONY

The College holds two commencement ceremonies: at the end of the Fall Term in December and at the end of the Spring Term in May. The Director of Student Life will mail information regarding graduation regalia (cap and gown rentals) and other information regarding the graduation ceremony.

Students who submit the Application for Graduation for a summer term will be eligible to participate in either the Fall Term or the Spring Term ceremony. A student is expected to submit the Graduation Application indicating the term of anticipated graduation not the term of participation in the Annual Commencement Ceremony. A Graduation Application must be submitted regardless of participation in the ceremony. The Graduation application is to be submitted through a student's Spyglass record at [www.pensacolastate.edu](http://www.pensacolastate.edu).

## GRADUATION EXCEPTIONS AND APPEALS

### Graduation Policy Exceptions

Students who wish to request an exception to a particular aspect of Pensacola State College graduation policies may petition the Student Academic Appeals Committee. The form for this petition is available in any student services office and in the Registrar's Office.

### Course Substitutions or Waivers

Students who wish to request the substitution of one course for a required course or request a waiver of a required course must discuss the request with the appropriate program director or an advisor. The request is to be submitted on a Course Substitution Request form, reviewed by the program manager or appropriate department head, and submitted to the Registrar. The final decision will be made by the College Registrar.

### Effective Catalog Policy Changes

Requests to change the effective catalog are to be submitted to the College Registrar. The change request process is to begin with the program manager or an advisor.

### Grade Grievance

No Pensacola State College administrator or standing committee is authorized to change the grade assigned by any instructor. See Grade Grievance Procedure.

Exception: A student may petition the Student Academic Appeals Committee for a late withdrawal in a class for which an instructor has assigned an "F" grade for non-attendance. Documentation of extenuating and mitigating circumstances must be submitted. The form for this purpose is available in student services office and the Registrar's Office.

### Minimum Hours in Residence

Pensacola State College will comply with the standards mandated by its accrediting authority (the Southern Association of Colleges and Schools) and shall award a degree or a certificate to students who complete no less than 25% of course requirements applicable to the

degree or certificate with Pensacola State College coursework. No exception to this requirement will be granted.

### Notification of Decisions

In most cases, decisions regarding appeals and request for exceptions, substitutions, and waivers will be provided to the student through his/her Pirate Mail account. Students are expected to access their Pirate Mail accounts at least once per week, more often during a registration period. Pirate Mail is the primary means of communication with students.

## HONORS

All students are eligible for academic achievement recognition at Commencement Ceremonies. Grade point averages are based on all credits attempted at Pensacola State College combined with transfer credits from other institutions attended including courses not used for the degree awarded. Associate degree students and baccalaureate students will graduate with honors according to three honors categories:

- **Cum Laude:** An honor awarded to students who achieve a cumulative GPA of 3.50 to 3.74;
- **Magna Cum Laude:** An honor awarded to students who achieve a cumulative GPA of 3.75 to 3.99; and
- **Summa Cum Laude:** An honor awarded to students who achieve a cumulative GPA of 4.00.

The commencement program is printed prior to the recording of final grades. For this reason, the commencement program as well as eligibility to obtain honors cords will be based on the cumulative grade point average achieved at the end of the term prior to the ceremony. The official Pensacola State College transcript and diploma will be based on the cumulative grade point average of the student at the time of official graduation. An appropriate notation will be placed on the student's transcript and the diploma will be marked accordingly. All courses attempted, including transfer courses, will be calculated in determining the cumulative grade point average for all purposes including the honors designation.

## ADDITIONAL DEGREES

The State of Florida authorizes the awarding of the associate in arts degree. Colleges are permitted to provide curricula, concentrations, or programs of study leading to the associate in arts degree to ease the transferability of state college students to the university. Earning more than one associate in arts degree is not possible, because there is only ONE associate in arts degree with various concentrations.

A student should pursue only one degree at a time. A student may request permission to pursue two programs simultaneously by submitting a request, reviewed by an advisor or program manager, to the Registrar's Office.

An associate in science degree and an associate in applied science degree may not be earned in the same program of study.

The written degree plan for an additional associate in science or associate in applied science degree shall specify the prerequisite and core courses for the additional degree. In meeting those requirements, the student may use courses completed for a previous degree. However, the student must complete at least fifteen additional credits after being awarded the preceding degree. The additional fifteen credits may be core credits and/or general education credits but are usually technical courses that support the specific program of study. The degree plan including the additional courses must be approved in advance by the appropriate department head.

The degree plan for earning an associate in science or associate in applied science degree after earning the associate in arts degree shall specify the general education requirements to be met. In meeting those requirements, the student may use courses completed for the associate in arts degree. However, the student must complete at least fifteen additional credits after being awarded the associate in arts degree. The additional credits may be elective credits and/or general education credits. All other requirements for graduation remain in effect for students pursuing additional degrees (e.g., grade point average requirements, residency requirements, etc).





## ACADEMIC PROGRAMS

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# BACCALAUREATE DEGREE PROGRAMS

The Bachelor of Applied Science (BAS) and Bachelor of Science in Nursing (BSN) degrees are the designated degrees for flexible baccalaureate programs that are designed to accommodate the unique demands for entry and advancement within specific workforce sectors. These programs provide degree completion opportunities for students from a variety of educational backgrounds but primarily those with associate of science degrees or the equivalent. The programs conform to all articulation conventions, including common course prerequisites, common course numbering, and faculty credentialing, in accordance with the standards established by our accrediting agency, the Southern Association of Colleges and Schools (SACS).

Pensacola State College is proud to offer a program leading to the BAS in Administration and Supervision. The program conforms to all articulation conventions, including common course prerequisites, common course numbering, and faculty credentialing, in accordance with the standards established by the College's regional accrediting agency, SACS.

The BAS in Administration and Supervision is designed with four concentrations: Health Care Management, Organizational Administration, Public Safety Management, and Graphic Design Management. These concentrations were selected based on a needs assessment of student interest, employer demand for graduates, economic development trends, projected job growth, and an in-depth analysis of College resources, such as qualified faculty, facilities, library services, and technology.

As the Panhandle area anticipates growth, the BAS program at Pensacola State College will help to provide highly skilled employees for the knowledge-based jobs that are currently in our area and those being developed for the future. Anticipating our state economy to strengthen and continue the positive focus on diversification, Pensacola State College wants to ensure that the residents of our service district have access to higher education that is affordable, accredited, and easily accessible at home.

To ensure that programs are comprehensive and rigorous, program learning outcomes are established and regularly reviewed by teams involving faculty members, program advisory committees, employers, and students. Program learning outcomes are sets of statements expressing the knowledge, skills, attitudes, and behaviors that degree earners are expected to actively and measurably demonstrate as a result of engaging in and completing a specific program of study. Each term, faculty members measure students' program performance directly through a variety of course-embedded assessments. Graduates' program performance is also measured indirectly through assessment tools, such as licensure exams, employer surveys, and job satisfaction surveys. Learning outcomes for each baccalaureate program are delineated within the following categories:

## BAS Learning Outcomes Categories

- Legal Environment, Ethics, and Values
- Organizational and Financial Management
- Human Relations and Communication
- Critical Application of Knowledge, Concepts and Skills

## BSN Learning Outcomes Categories

- Legal Environment, Ethics, and Values
- Management and Leadership
- Discipline Specific Knowledge and Skills
- Interpersonal Relations and Community Systems

Learning outcomes specific to each BAS emphasis area and to the BSN are displayed in course syllabi, which are readily available through the College's web site. Students may also be provided with hard copies of course syllabi by their course instructors. Program-level learning outcomes along with assessment rubrics and curriculum maps are displayed on program web pages.

## BACHELOR OF APPLIED SCIENCE IN ADMINISTRATION AND SUPERVISION

### Dean, Baccalaureate Studies and Academic Support:

Steven W. Bannow 484-1764  
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Krist Lien  
(Graphic Design Management)  
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## Upper Division Requirements:

Admission requires an AAS, an AS, an AA degree or at least sixty credits in a related discipline including at least fifteen semester hours of transferable general education coursework.

For AS and AAS graduates, an additional fifteen-twenty one general education credits are required to complete the thirty-six credit hour general education requirement of Pensacola State College.

Also, all students must complete eight college credit hours of the same foreign language or two consecutive years of the same foreign language in high school.

### Additional General Education Courses (15-21 credits) Grade of "C" or higher required.

Communications .....	9
Humanities/Fine Arts .....	6
Mathematics .....	6
Natural and Physical Sciences .....	7
History, Behavioral/Social, and Human Sciences .....	6
Computer Competence Requirement .....	1
Oral Communication Requirement .....	1

### Required Core Courses (21 hrs.): Grade of C or higher required.

BUL 3130	Legal Environment of Business .....	3
GEB 3213	Communications in Business .....	3
MAN 3353	Management Theory and Practice .....	3
MAN 3303	Leadership and Management Practice .....	3
FIN 3400	Financial Management .....	3
MAN 4301	Human Resource Management .....	3
MAN 3240	Organizational Behavior .....	3

## ORGANIZATIONAL ADMINISTRATION CONCENTRATION

The curriculum leading to the BAS in Administration and Supervision with a concentration in Organizational Administration provides access to students who already have skills in a technical area and wish to advance to higher level supervisory and management positions within business, industry, and governmental organizations. This upper-level coursework will broaden the student's knowledge in applied management practices and will prepare the student for supervisory and management opportunities within their chosen field.

### Required Electives:

MAN 3063	Professional Ethics & Values .....	3
MAN 3503	Managerial Risk Analysis & Decision Making .....	3
MAN 4113	Managing Diversity .....	3
MAN 4720*	Strategic Management (Senior Capstone) .....	3

### Select three of the electives listed below:

ACG 3024**	Accounting for Non-Financial Majors .....	3
ENT 3003	Entrepreneurship/Small Business Management .....	3
ISM 4013	Management Information Systems .....	3
MAN 3583	Project Management .....	3
MAN 3600	International Business .....	3
MAN 4162	Customer Relations in Business .....	3
MAR 3802	Marketing For Managers .....	3

\* Required for all students in final semester of coursework

\*\* Required for students not having Accounting I (ACG 2001) or Financial Accounting (ACG 2021) in Associate Degree Program

**Note:** Students with an AA degree must complete an additional 21 credits at the lower division level with courses at the lower division 1000 and 2000 level with a prefix of ACG, ACD, BUL, CGS, CTS, ECO, FIN, FSS, GEB, HFT, MAN, MAR, MKA, MNA, MSI, OST, PLA in order to enroll in the Organizational Administration Concentration.

## PUBLIC SAFETY MANAGEMENT CONCENTRATION

The mission for the BAS in Administration and Supervision with a concentration in Public Safety Management is to provide current and future public safety professionals with the opportunity to attain a degree that will enhance their placement into entry-level positions and promotions to higher-level management and supervisory positions within the public safety community. This concentration will provide a curriculum that will broaden the student's knowledge in applied public safety management in order to facilitate professional advancement.

### Required Electives:

PAD 3311	Program Planning and Evaluation .....	3
PAD 4393	Emergency Management and Planning .....	3
PAD 3003	Introduction to Public Administration .....	3
MAN 4720*	Strategic Management (Senior Capstone) .....	3

### Select three of the electives listed below:

ACG 3024**	Accounting for Non-Financial Majors .....	3
ISM 4013	Management Information Systems .....	3
MAN 3063	Professional Ethics and Values .....	3
MAN 3350	Training and Development .....	3
MAN 3583	Project Management .....	3
MAN 4113	Managing Diversity .....	3
MAN 4402	Employment Law and Regulations .....	3

\* Required for all students in final semester of coursework

\*\* Required for students not having Accounting I (ACG 2001) or Financial Accounting (ACG 2021) in Associate Degree Program

**Note:** Students with an AA degree must complete an additional 21 credits in courses at the lower division 1000 and 2000 level with a prefix of CCI, CJC, CJE, CJJ, C JL, EMS, HSC, HIM, CGS, or MSL in order to enroll in the Public Safety/Public Service concentration.

## HEALTH CARE MANAGEMENT CONCENTRATION

The curriculum leading to the BAS in Administration and Supervision with a concentration in Health Care Management provides access to students who already have skills in a health care provider field and wish to advance to higher level supervisory and management positions in health care. The upper-level coursework in this concentration will broaden the student's knowledge in health care management practices and will prepare the student for supervisory and management opportunities within their chosen field.

### Required Electives:

HSA 3113	Healthcare Trends and Issues .....	3
HSA 4191	Health Information Systems .....	3
HSA 4502	Healthcare Risk Management .....	3
MAN 4720*	Strategic Management (Senior Capstone) .....	3

### Select three of the electives listed below:

ACG 3024**	Accounting for Non-Financial Majors .....	3
HAS 4160	Healthcare Marketing .....	3
HAS 4383	Quality Management in Healthcare .....	3
MAN 3063	Professional Ethics and Values .....	3
MAN 3350	Training and Development .....	3
MAN 3583	Project Management .....	3
MAN 4113	Managing Diversity .....	3
MAN 4402	Employment Law and Regulations .....	3

\* Required for all students in final semester of coursework

\*\* Required for students not having Accounting I (ACG 2001) or Financial Accounting (ACG 2021) in Associate Degree Program

**Note:** Students with an AA degree must complete an additional 21 credits in courses at the lower division 1000 and 2000 level in the prefix of BSC, EMS, FIN, HIM, HAS, HSC, MSL, NSP, NUR, OST, RTE, OR SON in order to enroll in the Health Care Management Concentration.

## GRAPHIC DESIGN MANAGEMENT CONCENTRATION

The curriculum leading to the BAS in Administration and Supervision with a concentration in Graphic Design Management provides access to students who already have skills in graphic design and hope to advance to a higher level position within graphic design businesses. The upper-level coursework included in this concentration will broaden the student's knowledge in graphic design and management practices with the goal of preparing the BAS graduate for supervisory and management opportunities within graphic design professions.

### Emphasis Area: Graphic Design (GRPH-BAS)

ART 3170C	Book Binding .....	3
GRA 3209C	Typography II .....	3
GRA 3202C	Advanced Typography .....	3
GRA 3194C	Graphic Design III .....	3
GRA 4189C	Portfolio Development .....	3
GRA 4186C	Senior Studio Graphic Design .....	3
GRA 4514C	Environment Design .....	3

**Note:** Students interested in pursuing the BAS degree with an emphasis in Graphics Design need to meet with Krist Lien, Department Head of Visual Arts, in order to develop a personalized degree plan. Krist Lien can be contacted by e-mail at [klien@pensacolastate.edu](mailto:klien@pensacolastate.edu) or by telephone at (850) 484-2554. Students with an AA degree must complete an additional 21 credits in courses at the lower division 1000 and 2000 level with a prefix of ART, CGS, GRA, PGY, ARH, RTV, DIG, MSL, MMC, or RTV in order to enroll in the Graphic Design Concentration. Also, an AAS degree in Graphic Design is required.

# BACHELOR OF SCIENCE IN NURSING

**Director of Nursing:** Dusti Sluder 484-2253  
Dsluder@pensacolastate.edu

**Program Coordinator:** Dr. Worawan White 484-2300  
wwwhite@pensacolastate.edu

We strongly encourage you to contact Ms. Sarah Lewis at 484-1605 for assistance in planning your program of study.

## NURSING

*Bachelor of Science in Nursing*

(NUR-BSN)

The Bachelor of Science in Nursing (BSN) program is designed to prepare graduates of Associate Degree Nursing (ADN) programs, who already hold a Registered Nursing (RN) license, with additional skills in management, leadership, theory, and research to succeed and be promoted within the nursing profession. BSN graduates will be qualified for supervisory jobs such as nurse managers and patient unit coordinators. They will also be qualified to pursue a master's degree that would prepare them for career advancement. Courses are taught online to accommodate working students, with some hybrid courses that require additional time spent in lab or clinical settings. Students may progress at their own pace and may complete the required 120 college credit hours in three semesters or more, depending on transfer and articulation credits.

### Special Admission Requirements:

Students seeking admission to the program must complete application to the College and to the program. Admission to this program is limited by student/faculty ratios and availability of practicum clinical resources. Applicants must hold a valid, unencumbered RN license from the state in which they practice as well as a current certification in Basic Life Support (BLS) for the Healthcare Provider (American Heart Association). Admission is based on first qualified, first accepted. Students are required to pass a criminal background check and a urine drug screen prior to attending any clinical setting. Documentation of physical examination and immunization requirements must be submitted prior to attending any clinical setting.

### ELIGIBILITY FOR ADMISSION REQUIREMENTS:

- Minimum 2.0 cumulative grade point average
- Possess valid, active RN license

### REQUIREMENTS FOR PROGRESSION:

Progression through the BSN program requires:

- "C" or higher in courses in the curriculum;
- "C" or higher in all co-requisites and pre-requisites
- Current CPR certification at the HealthCare Provider level (American Heart Association)
- Satisfactory level of mental and physical health, including current immunizations, Hepatitis B vaccinations; yearly TB testing and ability to meet course requirements for practicum experiences. Students who do not meet progression requirements must withdraw from the BSN program and apply for readmission. NUR 3119 and NUR3995 are the foundational courses for the program and must be taken during the first semester of enrollment in the BSN program.

Students enrolled in the online BSN program will be admitted with varying levels of experience and education.

Depending upon the number of general education requirements completed at the time of admission, an entering BSN student could complete the nursing core courses in 3, 4, or 5 semesters. Therefore, it is important that each student make an appointment with the BSN Program Coordinator or Director of Nursing to plan an

individualized course of study. Total number of credits required to obtain the BSN degree is 120 college credits with at least 25% of those credits completed at Pensacola State College.

### Core Courses

### Credits

NUR 3119	Professional Roles and Dimensions of Nursing Practice .....	3
NUR 3955	Portfolio I .....	1
NUR 3065	Health Assessment and Physical Appraisal .....	4
NUR 3826	Legal and Ethical Issues in Nursing .....	3
NUR 4165	Evidence-Based Nursing Practice .....	3
NUR 4616	Nursing Across the Lifespan.....	3
NUR 4636	Nursing in Community Systems.....	3
NUR 4636L	Nursing in Community Systems Practicum .....	1
NUR 4889	Leadership and Management Theory.....	3
NUR 4889L	Leadership and Management Practicum .....	1
NUR 4956	Portfolio II.....	1
	Specialized Focus Electives.....	6

**Students may choose 2 (two) courses from either the clinical focus track or the management focus track.**

### CLINICAL FOCUS TRACK:

### Credits

NSP 3476	Infection Control in Healthcare Settings.....	3
NUR 3125	Pathophysiology .....	3
NUR 3145	Pharmacology in Nursing .....	3
NUR 4945L	Specialized Focus Practicum .....	3

### MANAGEMENT FOCUS TRACK:

### Credits

NUR 3240	Organizational Behavior in Healthcare Settings.....	3
NSP 3476	Infection Control in Healthcare Settings .....	3
NUR 4837	Healthcare Policy and Economics .....	3
NUR 4945L	Specialized Focus Practicum .....	3

See the Director of Nursing for course substitution requests.

Additional elective credits may be required to meet the credit requirements; consult Director of Nursing.

Student may demonstrate competency in course objectives for awarded credit.

Elective credits required may vary with each individual student. Consult Program Coordinator for electives.

General education at Pensacola State College reflects the institution's deep conviction that successful, satisfying lives require a wide range of skills and knowledge. Pensacola State College is dedicated to providing educational opportunities that develop the academic, career, personal, and aesthetic capabilities of individuals so they may achieve self-fulfillment and participate fully and positively in a democratic society. General education, in essence, augments and rounds out the specialized training students receive in their majors and cultivates a knowledgeable, informed, literate human being. Therefore, the following global learning outcomes have been established for Pensacola State College general education courses.

## GENERAL EDUCATION GOALS

General education at Pensacola State College reflects the institution's deep conviction that successful, satisfying lives require a wide range of skills and knowledge. Pensacola State College is dedicated to providing educational opportunities that develop the academic, career, personal, and aesthetic capabilities of individuals so they may achieve self-fulfillment and participate fully and positively in a democratic society. General education, in essence, augments and rounds out the specialized training students receive in their majors and cultivates a knowledgeable, informed, literate human being. Therefore, the following global learning outcomes have been established for Pensacola State College general education courses.

### GLOBAL LEARNING OUTCOMES

- I. CRITICAL THINKING:** Students will evaluate the validity of their own and others' ideas through questioning, analyzing, and synthesizing results into the creative process.
- II. COMMUNICATION:** Students will develop effective reading, writing, speaking and listening skills to communicate verbally and nonverbally on literal and figurative levels.
- III. SCIENTIFIC AND MATHEMATICAL LITERACY:** Students will apply an understanding of mathematical, natural science, and behavioral science principles and methods to solve abstract and practical problems.
- IV. INFORMATION MANAGEMENT:** Students will use effective strategies to collect, verify, document, and manage information from a variety of sources.
- V. CULTURAL LITERACY:** Students will develop an appreciation of human culture and its diversity and the role of the creative arts in society.
- VI. SOCIAL SKILLS:** Students will develop and use skills and attitudes that integrate individuals into society.
- VII. PERSONAL MANAGEMENT:** Students will develop habits of conduct that result in fulfilling personal and occupational accomplishments.

## UNIVERSITY TRANSFER DEGREE PROGRAMS

The Associate of Arts (AA) degree is designed to prepare students for entry into the junior year at four-year or upper-division colleges and universities. The AA degree is a university parallel, college transfer degree comprised of 36 general education credits and 24 college elective credits. Although upper-division schools vary the number and nature of courses which are required for their bachelor degree programs, the Florida College System and universities have an articulation agreement which addresses the transfer of college courses and guarantees certain transfer rights for AA graduates of the Florida College System.

In addition to the graduation requirements students are also required to

1. Earn at least a cumulative grade point average of 2.0 ("C") or better in all work completed at Pensacola State College. If any work has been attempted at any other institution of higher education, the grades earned at the other institution(s) combined with those grades earned at Pensacola State College must also result in a minimum cumulative grade point average of 2.0;
2. Complete a minimum of 25% of the credit hours of the program in residence at Pensacola State College immediately prior to graduation.

Students who know the associate of arts area of study they plan to pursue at the upper-division may elect to customize their studies at Pensacola State College in accordance with the requirements of a particular college or university. Counselors and academic advisors are available to help the student who wishes to pursue this option. With the help of a counselor or an advisor, students may take the choice of electives which will be the most advantageous to the pursuit of a particular bachelor's degree. (See Option to Follow University General Education Requirements below.)

### Areas Of Concentration

The following are preplanned sets of electives for the areas of concentration to complete the requirements for an Associate of Arts Degree :

Agricultural Science	Environmental Science	Pre-Law/Pre-Legal Administration
Art	General Studies	Pre-Medical/Dental/Veterinary Studies
Biology	History—Public Service	Pre-Clinical Laboratory Sciences
Business	Human Performance and Recreation	Pre-Nursing
Chemistry/Biochemistry	Journalism	Pre-Pharmacy
Computer Information Systems	Mathematics	Pre-Physical Therapy
Computer Science	Music	Psychology
Criminal Justice	Music Teacher Education	Social Sciences
Early Childhood Teacher: Pre-Primary	Natural Resource Conservation/Pre-Forestry	Theatre
Education	Philosophy	
English	Physics	
Environmental Horticulture	Pre-Engineering	

### Option to Follow University General Education Requirements

A student who wishes to take a planned transfer program of studies not outlined in the Pensacola State College catalog may use such a program for graduation if he/she meets the following guidelines: (A) Meets with a Pensacola State College counselor to review the proposed plan. The counselor will check course prerequisites and approve the plan in writing. (B) Within the student's first 30 hours of credits, his/her alternate plan must be approved by a counselor

and the campus dean. (C) The student must then complete at least 30 credits at Pensacola State College. Alternate plans will be for a specific institution and must include documentation. The student will, upon completion of the model institution's first two years' academic work (at least 60 credits), be graduated with an Associate of Arts degree. The student's transcript will not be stamped "General Education Requirements Met" unless the student has, in fact, completed the general education requirements at Pensacola State College.



# GENERAL EDUCATION REQUIREMENTS

The Associate of Arts (AA) degree is a single degree issued by the College. The College has designed several concentrations to assist the student in transferring to a university program. Those concentrations are listed in the Programs of Study section of this Catalog. The general education component of each concentration will meet the goals established by the state as well as the standards for accreditation.

## Reading and Writing Competence Requirement

Enrollment in any course designated as a writing emphasis course will require appropriate scores on a state-approved placement test, successful completion of the appropriate college preparatory coursework, or previous completion of a college-level composition course.

## Mathematics Competence Requirement

Enrollment in any mathematics course will require appropriate scores on a state-approved placement test, successful completion of the appropriate college preparatory coursework, or previous completion of a college-level algebra course.

Students enrolling in an Associate of Science or Associate of Applied Science program that allows a general education natural science course instead of a required general education mathematics course must still demonstrate eligibility for a college-level algebra course. Eligibility is demonstrated by a placement score showing readiness for MAT 1033 Intermediate Algebra or successful completion of MAT 0028 Development Mathematics II.

## Required Enrollment in College Success Course

Students who score into two or more college preparatory or developmental studies courses must also enroll in and complete

SLS 1101 College Success.

## Laboratory Science

Students seeking the Associate of Arts degree must complete at least one natural science lecture course which has an accompanying laboratory. Lecture/laboratory sequences are available in Categories VI and VII presented on page 59. Laboratory courses are indicated by an "L" immediately following the course number.

## Minimum Grades

AA students must maintain an overall GPA of 2.0 or higher and must earn a minimum grade of "C" in each course meeting a general education writing emphasis requirement and in each mathematics course meeting the general education requirement. An overall GPA includes the Pensacola State College cumulative GPA plus any transfer courses earned prior to enrollment at Pensacola State College.

## Non-Traditional Credits

AA students may not earn more than 15 credits hours of their general education course work through non-traditional credits. Non-traditional credits include the following: credits earned through CLEP, departmental exemption examination, PLA, and all other credits described under "Non-Traditional Credits" in the Registration and Credits section of this catalog.

## Foreign Language Requirement

Based on Florida Statute 240.233, all undergraduate students who are admitted to a state university shall have earned two high school credits of sequential foreign language or American Sign Language at the secondary level or the equivalent of such instruction (eight to ten semester hours) at the postsecondary level.

An alternate method for students to demonstrate equivalent foreign language competence is by credit awarded on the basis of scores on the foreign language subject matter examinations in the College Level Examination Program (CLEP) as indicated in FAC Rule 6A-10.024(5)(b), which shall count toward the eight to ten semester hours. The examination, minimum scores for awarding credit, and maximum credit to be awarded are as follows:

Examination	Minimum Score	Maximum Credit
French	50	12
	46	9
	42	6
German	55	12
	52	9
	43	6
Spanish	55	12
	48	9
	45	6

Students who received an Associate of Arts degree prior to September 1, 1989, or who enrolled in a program of studies leading to an Associate of Arts degree from a Florida state college prior to August 1, 1989, and have maintained continuous enrollment shall be exempt from this admissions requirement. Any lower division student admitted without meeting the foreign language requirement must earn such credits prior to admission to the upper division of a state university. Any AA degree graduate from a public community college admitted without meeting the foreign language requirement must earn such credits prior to graduation from a state university. Foreign Language is not required for the associate degree.

## Excess Hours Advisory Statement

Section 1009.086, Florida Statutes, establishes an "excess hour" surcharge for a student seeking a baccalaureate degree at a state university. It is critical that students, including those entering Florida State colleges, are aware of the potential for additional course fees.

"Excess hours" are defined as hours that go beyond 120% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 144 credit hours (120 x 120%).

All students whose educational plan may include earning a bachelor's degree should make every effort to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Florida college students intending to transfer to a state university should identify a major or "transfer program" early and be advised of admission requirements for that program, including the approved common prerequisites. Course withdrawals and/or repeats as well as enrollment in courses non-essential to the intended major may contribute to a potential excess hours surcharge.

# GENERAL EDUCATION COURSE REQUIREMENTS FOR THE AA DEGREE

AA degree-seeking students must complete thirty-six general education credit hours. The credit hours must be distributed among the course categories listed below.

## I. ENGLISH COMPOSITION 6 credits

- \* ENC 1101 English Composition I.....3 cc
- \* ENC 1102 English Composition II .....3 cc

## II. LITERATURE 3 credits

ENC 1101 and ENC 1102 are prerequisites for all Literature courses.

- \* AML 2010 American Literature to 1870 .....3 cc
- \* AML 2020 American Literature from 1870.....3 cc
- \* AML 2600 Intro to African Amer Literature.....3 cc
- \* ENL 2012 English Literature to 1800 .....3 cc
- \* ENL 2022 English Literature from 1800.....3 cc
- \* LIT 2090 Contemporary Literature .....3 cc
- \* LIT 2110 World Literature to 1650 .....3 cc
- \* LIT 2120 World Literature from 1650 .....3 cc

## III. MATHEMATICS 6 credits

General Education credit is not given for both MAC1140 and MAC1147.

- MAC 1105 College Algebra.....3 cc
- MAC 1114 Plane Trigonometry.....3 cc
- MAC 1140 Precalculus Algebra .....3 cc
- MAC 1147 Precalculus Algebra/Trigonometry.....4 cc
- MAC 2233 Calculus with Business Applications I .....3 cc
- MAC 2234 Calculus with Business Applications II.....3 cc
- MAC 2311 Analytic Geometry and Calculus I.....4 cc
- MAC 2312 Analytic Geometry and Calculus II.....4 cc
- MAC 2313 Analytic Geometry and Calculus III.....4 cc
- MAP 2302 Differential Equations .....3 cc
- MGF 1106 Mathematics for Liberal Arts I.....3 cc
- MGF 1107 Mathematics for Liberal Arts II.....3 cc
- STA 2023 Elementary Statistics.....3 cc
- Any 2000 Level Math Course.....3 cc

## IV. HISTORY, BEHAVIORAL/SOCIAL, AND HUMAN SCIENCES 6 credits

One 3 credit course must have an AMH, ANT, DEP, EUH, PSY or SYG prefix.

- \* AMH 2010 American History to 1877.....3 cc
- \* AMH 2020 American History from 1877 .....3 cc
- \* AMH 2091 African-American History and Culture.....3 cc
- \* ANT 2000 Introduction to Anthropology .....3 cc
- \* ANT 2410 Cultural Anthropology.....3 cc
- \* CCJ 1020 Introduction to Criminal Justice.....3 cc
- \* DEP 2004 Human Growth and Development.....3 cc
- ECO 2013 Macroeconomics.....3 cc
- \* EUH 1000 European History to 1700 .....3 cc
- \* EUH 1001 European History from 1700 .....3 cc
- \* EUH 2010 A History of Greece and Rome.....3 cc
- GEA 2000 World Regional Geography .....3 cc
- HLP 1081 Concepts of Life Fitness .....3 cc
- HSC 2100 Personal and Community Health.....3 cc
- INR 2002 Introduction to International Relations ...3 cc
- MMC 2000 Survey of Mass Communication.....3 cc
- POS 2041 American National Government .....3 cc
- \* PSY 2012 General Psychology .....3 cc
- SLS 1101 College Success .....3 cc
- \* SYG 2000 Introduction to Sociology.....3 cc
- \* SYG 2010 Social Problems .....3 cc

## V. HUMANITIES 6 credits

These 6 credits must include courses from at least 2 different course prefix areas.

- ARH 1002 Art for Non-Majors.....3 cc
- ARH 1050 Art History I.....3 cc
- ARH 1051 Art History II .....3 cc
- ARH 2000 Humanities Art.....3 cc
- \* CLT 1500 Classical Mythology .....3 cc
- DAN 2100 Dance Appreciation .....3 cc
- FRE 1121 Beginning French II.....4 cc
- GER 1121 Beginning German II.....4 cc
- \* HUM 2210 Humanities in the Ancient World .....3 cc
- \* HUM 2230 Humanities in the Modern World.....3 cc
- \* HUM 2454 African-American Humanities .....3 cc
- \* HUM 2740 Humanities Travel.....3 cc
- LAT 1121 Beginning Latin II .....4 cc

- MUH 2011 Music Appreciation .....3 cc
- \* MUH 2110 Introduction to Music History .....3 cc
- \* PHI 2010 Introduction to Philosophy .....3 cc
- \* PHI 2070 Introduction to Eastern Philosophy .....3 cc
- \* PHI 2100 Logic .....3 cc
- \* PHI 2600 Ethics .....3 cc
- \* PHI 2701 Introduction to the Philosophy of World Religions.....3 cc
- \* PHM 2122 Philosophy and Feminism .....3 cc
- SPN 1121 Beginning Spanish II.....4 cc
- \* THE 2000 Theatre Appreciation .....3 cc

## NATURAL SCIENCES 7 credits

Students must complete a minimum of seven natural sciences credits, one course from category VI and one from category VII. In addition, students must complete one companion laboratory course.

## VI. BIOLOGICAL SCIENCES 3 or 4 credits

- BOT 1010 General Botany and BOT 1010L .....4 cc
- BSC 1005 Biological Principles for Non-Majors .....3 cc
- BSC 1005 Biological Principles for Non-Majors and BSC 1005L.....4 cc
- BSC 2010 Integrated Principles of Biology and BSC 2010L.....4 cc
- HUN 1201 Elements of Nutrition .....3 cc
- HUN 1201 Elements of Nutrition and HUN 1201L.....4 cc
- OCB 2000 Marine Biology and OCB 2000L.....4 cc
- PCB 2030 Introduction to Environmental Science ...3 cc
- ZOO 1010 General Zoology and ZOO 1010L.....4 cc

## VII. PHYSICAL SCIENCES 3 or 4 credits

- AST 1002 Descriptive Astronomy.....3 cc
- AST 1002 Descriptive Astronomy and AST 1002L ....4 cc
- CHM 1025 Introduction to College Chemistry .....3 cc
- CHM 1025 Introduction to College Chemistry and CHM 1025L .....4 cc
- CHM 1045 General Chemistry I and CHM 1045L .....4 cc
- CHM 1045C General Chemistry I (includes lab).....4 cc
- CHM 1046 General Chemistry II and CHM 1046L.....4 cc
- ESC 1000 Earth Science.....3 cc
- GLY 1010 Physical Geology and GLY 1010L .....4 cc
- MET 1010 Introduction to Meteorology.....3 cc
- OCE 1001 Oceanography .....3 cc
- OCE 1001 Oceanography and OCE 1001L.....4 cc
- PHY 1053 General Physics I and PHY 1053L .....4 cc
- PHY 1054 General Physics II and PHY 1054L.....4 cc
- PHY 2048 Physics I with Calculus and PHY 2048L ..5 cc
- PHY 2049 Physics II with Calculus and PHY 2049L ..5 cc
- PSC 1351 Physical Science Survey .....3 cc

## VIII. COMPUTER COMPETENCE REQUIREMENT 1 credit

Students must demonstrate competence in the use of computer technology. Competence is defined as the ability to use computer technology to access data, transform that data into information, and communicate that information to others. Students may meet the requirement by departmental proficiency examination.

- Any course with the prefix CGS, COP or CTS not designated as AAS only
- EME 2040 Introduction to Educational Technology .....3 cc
- LIS 1004 Introduction to Internet Research.....1 cc
- MUS 1360 Music and Computers .....3 cc
- SLS 1122 Computer Skills for Academic Success .....1 cc

## IX. ORAL COMMUNICATIONS REQUIREMENT 1 credit

Students will demonstrate competence in the skill of oral communications. The requirement can be met by successful completion of one of the following courses.

- ORI 2000 Introduction to Oral Interpretation.....3 cc
- SPC 1006C Basic Speaking and Listening Skills.....1 cc
- SPC 1017 Fundamental Communication Concepts .....3 cc
- SPC 1608 Public Speaking .....3 cc
- SPC 2300 Interpersonal Communication .....3 cc

\* A writing emphasis course.

# PROGRAMS OF STUDY

## AGRICULTURAL SCIENCE

Associate in Arts

(AGSCI-AA)

The Agricultural Science program provides the first two years of a four-year baccalaureate degree. Students finishing the program will be prepared to enter the Florida Agricultural and Mechanical University agricultural program in Agriculture Science.

Students should consult with an advisor at the College or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College Biological Sciences Department for assistance in planning your program of study.

**Department Head:** Douglas Wymer 484-1168  
dwymer@pensacolastate.edu  
**Program Contact:** Logan Fink 484-4464  
lfink@pensacolastate.edu

First Year Recommended Sequence		Credits
ENC 1101	English Composition I (Category I)	3
MAC 1105	College Algebra (Category III)	3
PSY 2012	General Psychology	
	or	
SYG 2000	Introduction to Sociology (Category IV)	3
	Humanities (Category V)	3
CHM 1045	General Chemistry I (Category VII)	
CHM 1045L	General Chemistry I Laboratory	4
BSC 2010	Integrated Principles of Biology	
BSC 2010L	Integrated Principles of Biology Lab	
	or	
ZOO 1010	General Zoology	
ZOO 1010L	General Zoology Lab	4
ENC 1102	English Composition II (Category I)	3
MAC 1114	Plane Trigonometry (Category III)	3
CGS 1570	Computer Concepts and Applications (Category VIII)	3
<b>Total</b>		<b>29</b>

Second Year Recommended Sequence		Credits
BOT 1010	General Botany (Category VI)	
BOT 1010L	General Botany Laboratory	4
CHM 1046	General Chemistry II	
CHM 1046L	General Chemistry Laboratory	4
	Humanities (Category V)	3
ECO 2013	Macroeconomics (Category IV)	3
SPC 1608	Public Speaking (Category IX)	3
	Literature (Category II)	3
MAC 1140	Pre-calculus Algebra	3
STA 2023	Elementary Statistics	3
	** Electives	5
<b>Total</b>		<b>31</b>
<b>Total Program Credits</b>		<b>60</b>

- \* Electives based on general education distribution requirements.  
\*\* Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution.

## ART

Associate in Arts

(ART-AA)

A two-year transfer degree for art majors planning to continue their education at a four-year college or professional art school.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College Visual Arts Department for assistance in planning your program of study.

**Department Head:** Krist Lien 484-2554  
klien@pensacolastate.edu

First Year Recommended Sequence		Credits
ART 1201C	Two-Dimensional Design	3
ART 1300C	Drawing I	3
ENC 1101	English Composition I (Category I)	3
	Biological Sciences (Category VI)	(3)4
	Mathematics (Category III)	3
ART 1203C	Three-Dimensional Design	3
ART 1301C	Drawing II	3
ENC 1102	English Composition II (Category I)	3
SPC 1006C	Basic Speaking and Listening Skills (Category IX)	1
	History, Behavioral/Social, and Human Sciences (Category IV)	3
<b>Total</b>		<b>(28)29</b>

Second Year Recommended Sequence		Credits
ARH 1050	Art History I (Category V)	3
	History, Behavioral/Social, and Human Sciences (Category IV)	3
	Literature (Category II)	3
	Physical Sciences (Category VII)	(4)3
	Art Elective	3
ARH 1051	Art History II	3
ART 2500C	Painting I	
	or	
ART 2701C	Sculpture I	3
	Humanities (Category V)	3
	Mathematics (Category III)	3
	Computer Competence Requirement (Category VIII)	1
	** Art Elective	3
<b>Total</b>		<b>(32)31</b>
<b>Total Program Credits</b>		<b>60</b>

- \* Electives based on general education distribution requirements.  
\*\* Select from any course with an ART, PGY, or RTV prefix not designated as AAS only.

**BIOLOGY**

Associate in Arts

(BIO-AA)

The AA Biology curriculum provides the first two years of college education leading to a baccalaureate degree in one of the biological sciences and will insure articulation into the major at Florida SUS institutions.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College Biological Sciences Department for assistance in planning your program of study.

**Department Head:** Douglas Wymer 484-1167  
dwymer@pensacolastate.edu

**First Year Recommended Sequence Credits**

BSC 2010	Integrated Principles of Biology (Category VI)	
BSC 2010L	Integrated Principles of Biology Lab	4
CHM 1045	General Chemistry I (Category VII)	3
CHM 1045L	General Chemistry I Laboratory	1
ENC 1101	English Composition I (Category I)	3
MAC 2311	Analytic Geometry and Calculus I (Category III)	4
BOT 1010	General Botany	
BOT 1010L	General Botany Laboratory	
	or	
ZOO 1010	General Zoology	
ZOO 1010L	General Zoology Laboratory	4
CHM 1046	General Chemistry II	3
CHM 1046L	General Chemistry II Laboratory	1
ENC 1102	English Composition II (Category I)	3
STA 2023**	Elementary Statistics (Category III)	3
	<b>Total</b>	<b>29</b>

**Second Year Recommended Sequence Credits**

BSC 2033**	Ethical Issues in Biology	2
CHM 2210	Organic Chemistry I	3
CHM 2210L	Organic Chemistry I Laboratory	1
SPC 1006C	Basic Speaking and Listening Skills (Category IX)	1
	* History, Behavioral/Social, and Human Sciences (Category IV)	3
	* Humanities (Category V)	3
	* Literature (Category II)	3
CGS 1050	Electronic Access to Information (Category VIII)	1
CHM 2211	Organic Chemistry II	3
CHM 2211L	Organic Chemistry II Laboratory	1
	* History, Behavioral/Social, and Human Sciences (Category IV)	3
	* Humanities (Category V)	3
	*** Biology Elective with a Laboratory	4
	<b>Total</b>	<b>31</b>

**Total Program Credits 60**

\* Electives based on general education distribution requirements.

\*\* Students may take MAC 2312 Analytic Geometry and Calculus II, in place of both STA 2023 and one credit of BSC 1931. Students may take BSC 1931 Special Topics in Biological Sciences twice in place of BSC2033.

\*\*\* Choice of Biology Electives with a Laboratory: BOT 1010 and BOT 1010L; MCB 2010 and MCB 2010L; OCB 2000 and OCB 2000L; ZOO 1010 and ZOO 1010L.

**BIOCHEMISTRY**

Associate in Arts

(BCHEM-AA)

This program provides the first two years of a four-year university program leading to a baccalaureate degree in biochemistry. The Pensacola State College curriculum has the necessary SUS prerequisite courses for a completer to begin upper-division work as a university junior in the major.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College Physical Sciences Department for assistance in planning your program of study.

**Department Head:** Ed Stout 484-1189  
estout@pensacolastate.edu

**Program Contact:** Bobby Roberson 484-1488  
broberson@pensacolastate.edu

**First Year Recommended Sequence Credits**

CHM 1045	General Chemistry I (Category VII)	3
CHM 1045L	General Chemistry I Laboratory	1
ENC 1101	English Composition I (Category I)	3
MAC 2311	Analytic Geometry and Calculus I (Category III)	4
	* Humanities (Category V)	3
	Computer Competence Requirement (Category VIII)	1
CHM 1046	General Chemistry II	3
CHM 1046L	General Chemistry II Laboratory	1
ENC 1102	English Composition II (Category I)	3
MAC 2312	Analytic Geometry and Calculus II (Category III)	4
BSC 2010	Integrated Principles of Biology (Category VI)	3
BSC 2010L	Integrated Principles of Biology Laboratory	1
	* Oral Communications Requirement (IX)	1
	<b>Total</b>	<b>31</b>

**Second Year Recommended Sequence Credits**

CHM 2210	Organic Chemistry I	3
CHM 2210L	Organic Chemistry I Laboratory	1
	* History, Behavioral/Social, and Human Sciences (Category IV)	3
	* Literature (Category II)	3
CHM 2211	Organic Chemistry II	3
CHM 2211L	Organic Chemistry II Laboratory	1
	* History, Behavioral/Social, and Human Sciences (Category IV)	3
	* Humanities (Category V)	3
ZOO 1010	General Zoology	3
ZOO 1010L	General Zoology Laboratory	1
	* Core Elective	5
	<b>Total</b>	<b>29</b>

**Total Program Credits 60**

\* Electives based on general education distribution requirements.

**Core Electives:**

	Physics/Mathematics Elective (must be chosen from PHY 2048, PHY 2048L, PHY 20490, PHY 2049L, MAC 1105 or higher math)	5
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## BUSINESS

Associate in Arts

(BUS-AA)

This program is designed to provide the first two years of a four-year university program leading to a baccalaureate degree in accounting, business administration, economics, finance, management, or marketing. However, the student who desires to postpone pursuit of a bachelor's degree will have acquired sufficient knowledge and skill upon completion of this two-year program to be ready for employment.

Students wishing to transfer to UWF, FSU, or UF should consult with a counselor to select appropriate electives. Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution.

We strongly encourage you to contact the Pensacola State College Business Department for assistance in planning your program of study.

**Department Head: Linda Bloom 484-2503**  
lbloom@pensacolastate.edu

First Year Recommended Sequence		Credits
CGS 1570	Computer Concepts and Applications (Category VIII) .....	3
ENC 1101	English Composition I (Category I) .....	3
MAC 1105	College Algebra (Category III) .....	3
_____*	Biological Sciences (Category VI) .....	(3)4
_____*	History, Behavioral/Social, and Human Sciences (Category IV), .....	3
_____*	(must be AMH, ANT, DEP, EUH, PSY, or SYG Prefix)	
_____*	Physical Sciences (Category VII) .....	(4)3
ENC 1102	English Composition II (Category I) .....	3
STA 2023	Elementary Statistics (Category III) .....	3
_____*	Elective (CGS 2510 recommended) .....	3
_____*	Humanities (Category V) .....	3
<b>Total .....</b>		<b>31</b>

Second Year Recommended Sequence		Credits
ECO 2013	Macroeconomics (Category IV) .....	3
MAC 2233	Calculus with Business Applications I .....	3
_____*	Literature (Category II) .....	3
ACG 2021***	Financial Accounting Principles .....	3
_____**	Elective .....	3
ACG 2071	Intro to Managerial Accounting .....	3
ECO 2023	Microeconomics .....	3
SPC 1006C	Basic Speaking and Listening Skills (Category IX) .....	1
_____*	Humanities (Category V) .....	3
_____**	Elective .....	4
<b>Total .....</b>		<b>29</b>

**Total Program Credits 60**

\* Electives based on general education distribution requirements.

\*\* ACG 2021 may be substituted for the combination ACG 2001 and ACG 2011 at some Florida universities. Transfer students should consult a Pensacola State College advisor or contact the appropriate department at the university to which they intend to transfer.

## CHEMISTRY

Associate in Arts

(CHEM-AA)

This program provides the first two years of a four-year university program leading to a baccalaureate degree in chemistry. The Pensacola State College curriculum has the necessary SUS prerequisite courses for a completer to begin upper-division work as a university junior in the major.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College Physical Sciences Department for assistance in planning your program of study.

**Department Head: Ed Stout 484-1189**  
estout@pensacolastate.edu

**Program Contact: Bobby Roberson 484-1488**  
broberson@pensacolastate.edu

First Year Recommended Sequence		Credits
CHM 1045	General Chemistry I (Category VII) .....	3
CHM 1045L	General Chemistry I Laboratory .....	1
ENC 1101	English Composition I (Category I) .....	3
MAC 2311	Analytic Geometry and Calculus I (Category III) ..	4
_____*	Humanities (Category V) .....	3
_____*	Computer Competence Requirement (Category VIII) ..	1
CHM 1046	General Chemistry II .....	3
CHM 1046L	General Chemistry II Laboratory .....	1
ENC 1102	English Composition II (Category I) .....	3
MAC 2312	Analytic Geometry and Calculus II (Category III) .....	4
_____*	Biological Sciences (Category VI) .....	3
_____*	Oral Communications Requirement (IX) .....	1
<b>Total .....</b>		<b>30</b>

Second Year Recommended Sequence		Credits
CHM 2210	Organic Chemistry I .....	3
CHM 2210L	Organic Chemistry I Laboratory .....	1
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	Literature (Category II) .....	3
CHM 2211	Organic Chemistry II .....	3
CHM 2211L	Organic Chemistry II Laboratory .....	1
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	Humanities (Category V) .....	3
_____*	Core Course .....	10
<b>Total .....</b>		<b>30</b>

**Total Program Credits 60**

\* Electives based on general education distribution requirements.

### Core Electives:

\_\_\_\_\_ Physics/Mathematics Elective (must be chosen from PHY 2048, PHY 2048L, PHY 2049, PHY 2049L, MAC 1105 or higher math). .... 10

**COMPUTER INFORMATION SYSTEMS***Associate in Arts**(COMP-AA)*

This Associate in Arts degree concentration leads to employment in technical computer-related jobs such as a programmer or systems analyst. The AA program meets prerequisites for transfer to the University of West Florida B.S. in Computer Science (Computer Information Systems option) program as well as similar programs at other universities.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College Computer Science Department for assistance in planning your program of study.

**Department Head:** Sue Halfhill 484-2522  
shalfhill@pensacolastate.edu

**Program Contact:** Wayne Horn 484-2021  
whorn@pensacolastate.edu

First Year Recommended Sequence		Credits
ACG 2021	Financial Accounting Principles .....	3
CGS 1570	Computer Concepts and Applications (Category VIII) .....	3
ENC 1101	English Composition I (Category I) .....	3
MAC 1105	College Algebra (Category III) .....	3
_____*	Biological Sciences (Category VI) .....	(4)3
ACG 2071	Introduction to Managerial Accounting .....	3
COP 1510	Programming Concepts I .....	3
ECO 2013	Macroeconomics (Category IV) .....	3
ENC 1102	English Composition II (Category I) .....	3
_____*	Physical Sciences (Category VII) .....	(3) 4
<b>Total .....</b>		<b>31</b>

Second Year Recommended Sequence		Credits
COP 2511	Programming Concepts II .....	3
ECO 2023	Microeconomics .....	3
MAC 2233	Calculus with Business Applications I (Category III) .....	3
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	(must be AMH, ANT, DEP, EUH, PSY, or SYG prefix)	
_____*	Humanities (Category V) .....	3
_____**	Programming Elective (Students transferring to UWF should elect COP 2224) .....	3
PHI 2600	Ethics (Category V) .....	3
STA 2023	Elementary Statistics .....	3
_____*	Literature (Category II) .....	3
_____*	Oral Communications Requirement (Category IX) .....	1
_____*	Elective .....	1
<b>Total .....</b>		<b>29</b>

**Total Program Credits 60**

\* Electives based on general education distribution requirements.

\*\* Students transferring to universities other than UWF should contact an advisor at that school to determine which language is preferred.

**COMPUTER SCIENCE***Associate in Arts**(CMPSC-AA)*

This field leads to employment in technical computer-related jobs such as programmer or systems analyst. The AA program meets prerequisites for transfer to the University of West Florida B.S. in Computer Science (Computer Science option) program as well as similar programs at other universities.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College Computer Science Department for assistance in planning your program of study.

**Program Contact:** Wayne Horn 484-2021  
whorn@pensacolastate.edu

First Year Recommended Sequence		Credits
CGS 1570	Computer Concepts and Applications (Category VIII) .....	3
ENC 1101	English Composition I (Category I) .....	3
MAC 1147**	Precalculus Algebra/Trigonometry (Category III) .....	4
PSY 2012	General Psychology (Category IV) .....	3
_____*	Biological Sciences (Category VI) (Do not choose course designated for Non-Majors) .....	3
COP 1510	Programming Concepts I .....	3
ENC 1102	English Composition II (Category I) .....	3
MAC 2311	Analytic Geometry and Calculus I (Category III) .....	4
ECO 2013	Macroeconomics (Category IV) .....	3
PHI 2600	Ethics (Category V) .....	3
<b>Total .....</b>		<b>32</b>

Second Year Recommended Sequence		Credits
COP 2511	Programming Concepts II .....	3
MAC 2312	Analytic Geometry and Calculus II .....	4
PHY 2048	Physics I with Calculus (Category VII) .....	4
PHY 2048L	Physics I with Calculus Laboratory .....	1
_____*	Humanities (Category V) .....	3
_____*	Literature (Category II) .....	3
PHY 2049	Physics II with Calculus .....	4
PHY 2049L	Physics II with Calculus Laboratory .....	1
_____	Natural Sciences Elective (Choose course from Category VI or VII; do not choose course designated for Non-Majors) .....	3
_____*	Oral Communications Requirement (Category IX) .....	1
_____	Elective .....	1
<b>Total .....</b>		<b>28</b>

**Total Program Credits 60**

\* Electives based on general education distribution requirements.

\*\* Students may take MAC 1140 Precalculus Algebra and MAC 1114 Plane Trigonometry in place of MAC 1147.



## CRIMINAL JUSTICE

Associate in Arts

(LAW-AA)

The purpose of this program is to prepare students for transfer to a four-year institution after completing two years at Pensacola State College. Because of the interdisciplinary nature of Criminal Justice, this program may be attractive for those planning to enter law, behavioral and social sciences. Students planning to enter this program should contact the Department for assistance in planning for their careers.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College Business Department for assistance in planning your program of study.

**Department Head:** Linda Bloom 484-2504  
lbloom@pensacolastate.edu

**Program Contact:** Marc Ward 484-2575  
dmward@pensacolastate.edu

### First Year Recommended Sequence Credits

CCJ 1020	Introduction to Criminal Justice (Category IV) .....	3
CJL 2062	Constitutional Law for Criminal Justice .....	3
ENC 1101	English Composition I (Category I) .....	3
_____*	Mathematics (Category III) .....	3
CCJ 2010	Criminology .....	3
ENC 1102	English Composition II (Category I) .....	3
_____*	Computer Competence Requirement (Category VIII) .....	1
_____*	Oral Communications Requirement (Category IX) .....	1
_____*	Biological Sciences (Category VI) .....	(3) 4
_____*	Mathematics (Category III) .....	3
CCJ 2687	Victimology .....	3
	<b>Total .....</b>	<b>(29) 30</b>

### Second Year Recommended Sequence Credits

CJL 1100	Criminal Law .....	3
CJJ 2002	Juvenile Justice .....	3
_____*	Humanities (Category V) (PHI 2600 strongly recommended) .....	3
_____*	Literature (Category II) .....	3
CJC 1000	Theory and Practice of Corrections .....	3
CJE 1640	Introduction to Criminalistics .....	3
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	(must be AMH, ANT, DEP, EUH, PSY or SYG prefix course; SYG 2000 strongly recommended)	
_____*	Humanities (Category V) .....	3
_____*	Physical Sciences (Category VII) .....	(4) 3
_____**	Elective .....	3
	<b>Total .....</b>	<b>(31) 30</b>

**Total Program Credits 60**

\* Electives based on general education distribution requirements.

\*\* Select from PLA 1104 or courses with a CCJ, CJC, CJE, CJL CJT, or POS prefix.

\*\*\* With permission of the department head, students may be allowed to enroll upon completion of 50% (18 credit hours) of General Education requirements.

## EARLY CHILDHOOD TEACHER: PRE-PRIMARY

Associate in Arts

(CHD-AA)

This program is the first two years of a four-year university program in early childhood education or child development. Early childhood covers the ages from birth to eight years. Upon successful completion of a four-year degree at a university and appropriate teacher certification requirements, students qualify for a Florida certificate in early childhood education (pre-k–grade 3).

Students wishing to seek employment after completing the two year Early Childhood program would be able to do so in child care and pre-school programs. Students could also seek a career as a teacher's aide in elementary schools.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution.

**Director:** Tom Leonard 484-2128  
tleonard@pensacolastate.edu

**Program Contact:** Betty Persons 484-2534  
bpersons@pensacolastate.edu

### First Year Recommended Sequence Credits

ENC 1101	English Composition I (Category I) .....	3
CHD 1104	Introduction to Early Childhood .....	3
_____*	Oral Communications Requirement (Category IX) .....	1
DEP 2004	Human Growth and Development or General Psychology (Category IV) .....	3
PSY 2012	General Psychology (Category IV) .....	3
EME 2040	Introduction to Educational Technology (Category VIII) .....	3
ENC 1102	English Composition II (Category I) .....	3
_____*	Humanities (Category V) .....	3
DEP 2001	Child Development .....	3
_____*	Mathematics (Category III) .....	3
_____*	Biological Sciences (Category VI) .....	(4) 3
	<b>Total .....</b>	<b>(29) 28</b>

### Second Year Recommended Sequence Credits

_____*	Mathematics (Category III) .....	3
AMH 2010	American History to 1877 or American History from 1877 (Category IV) .....	3
AMH 2020	American History from 1877 (Category IV) .....	3
CHD 1800	Management in Child Care .....	3
_____*	Literature (Category II) .....	3
_____*	Physical Sciences (Category VII) .....	(3) 4
CHD 2440C+	Early Childhood Practicum .....	3
_____*	Humanities (Category V) .....	3
_____**	Early Childhood Electives .....	9
_____*	Elective .....	1
	<b>Total .....</b>	<b>(31) 32</b>

**Total Program Credits 60**

\* Electives based on general education distribution requirements.

\*\* Early Childhood electives (choose nine credits from the following courses):

CHD 1332	CHD 1931	CHD 1932
CHD 1933	CHD 2380	CHD 2120
EDF 1005	EDF 2085+	CHD 2620

+ Course includes field experience. See course description.

**EDUCATION***Associate in Arts**(TEACH-AA)*

This program serves students seeking a baccalaureate degree in education who plan to teach in preprimary, early childhood, elementary, middle grades, special education or related settings.

This program is the first two years of a four-year university program in teacher education. Students who want to teach/work in a high school setting (grades 9 through 12) should major in the appropriate content area.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution.

Two courses (EDF 1005 and EDF 2085) require service learning in a public school setting. Background checks may be required.

**Director:** **Tom Leonard** **484-2128**  
**tleonard@pensacolastate.edu**

<b>First Year Recommended Sequence</b>		<b>Credits</b>
EME 2040	Introduction to Educational Technology (Category VIII) .....	3
ENC 1101	English Composition I (Category I) .....	3
_____ *	History, Behavioral/Social and Human Sciences (Category IV) .....	3
	(AMH 2010 or AMH 2020 and DEP 2004 or PSY 2012 are strongly recommended)	
EDF 1005+	Introduction to the Teaching Profession .....	3
ENC 1102	English Composition II (Category I) .....	3
_____ *	Humanities (Category V) .....	3
	(strongly recommend PHI prefix course)	
_____ *	Mathematics (Category III) .....	3
_____ **	Biological Sciences (Category VI) .....	(4) 3
_____ ***	Electives (see suggested) .....	6
<b>Total.....</b>		<b>(31) 30</b>

<b>Second Year Recommended Sequence</b>		<b>Credits</b>
_____ *	History, Behavioral/Social and Human Sciences (Category IV) .....	3
	(AMH 2010 or AMH 2020 and DEP 2004 or PSY 2012 are strongly recommended)	
EDF 2085+	Introduction to Diversity for Educators .....	3
_____ *	Literature (Category II) .....	3
_____ *	Physical Sciences (Category VII) .....	(3) 4
_____ *	Mathematics (Category III) .....	3
SPC 1017	Fundamental Communications Concepts or	
SPC 1608	Public Speaking or	
SPC 2300	Interpersonal Communication(Category IX) .....	3
EEX 2010	Introduction to Exceptional Children.....	3
_____ *	Humanities (Category V) .....	3
_____ ***	Electives (see suggested) .....	5
<b>Total.....</b>		<b>(29) 30</b>
<b>Total Program Credits</b>		<b>60</b>

\* Electives based on general education distribution requirements.

\*\* When choosing biological science course, student should be aware that HUN1201/HUN1201L may not transfer to all universities as Biological Science.Course includes service learning. See course description.

\*\*\* Suggested Electives:  
Students are urged to take six credits from AMH2091, ANT2000, ANT2410, EEX1600, EUH1000, EUH1001, \*GEA2000, \*POS2041, \*SYG2000 and \*SYG 2010 (\*meets UWF's Category IV requirement). Other suggested electives include Mathematics courses, Physical Sciences courses, Biological Sciences courses, SYG prefix courses, Foreign Language courses and HSC2402.

**ENGLISH***Associate in Arts**(ENGL-AA)*

This program is designed for students who wish to pursue a degree in English at a university. Students who complete this program will be ready to enter their junior year with a rich background in American and English Literature complemented by related elective courses.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College English/Communications Department for assistance in planning your program of study.

**Department Head:** **Thom Botsford** **484-1447**  
**tbotsford@pensacolastate.edu**

<b>First Year Recommended Sequence</b>		<b>Credits</b>
ENC 1101	English Composition I (Category I) .....	3
SPC 2300	Interpersonal Communication or	
SPC 1608	Public Speaking (Category IX) .....	3
_____ *	Biological Sciences (VI) .....	(3)4
_____ *	Mathematics (Category III) .....	3
_____ *	Elective.....	3
AMH 2010	American History to 1877 (Category IV) .....	3
ENC 1102**	English Composition II (Category I) .....	3
AML 2020	American Literature to 1870 (Category II) .....	3
_____ *	Mathematics (Category III) .....	3
_____ *	Physical Sciences (VII) .....	(4) 3
<b>Total.....</b>		<b>31</b>

<b>Second Year Recommended Sequence</b>		<b>Credits</b>
AML 2020	American Literature from 1870.....	3
ENL 2012	English Literature to 1800 .....	3
EUH 1001	European History from 1700 (Category IV) .....	3
_____ *	Computer Competence Requirement (Category VIII).....	1
ENL 2022	English Literature from 1800.....	3
_____ *	Humanities (Category V).....	6
_____ *	Electives .....	10
<b>Total.....</b>		<b>29</b>
<b>Total Program Credits</b>		<b>60</b>

\* Electives based on general education distribution requirements.

\*\* With permission of the department head, students may be allowed to enroll concurrently in ENC 1102 and a literature course.

## ENVIRONMENTAL SCIENCE

Associate in Arts

(EVS-AA)

This program provides the first two years of a four-year university program leading to a baccalaureate degree in the area of Environmental Science or Environmental Studies.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College Biological Sciences Department for assistance in planning your program of study.

**Department Head: Douglas Wymer** 484-1167  
dwymr@pensacolastate.edu

### First Year Recommended Sequence Credits

PCB 2030	Introduction to Environmental Science (Category VI).....	3
CHM 1045	General Chemistry I (Category VII) .....	3
CHM 1045L	General Chemistry I Lab.....	1
ENC 1101	English Composition I (Category I).....	3
_____	** College Algebra or Higher (Category III) .....	3
_____	* Humanities (Category V).....	3
_____	* Computer Competence Requirement (Category VIII).....	1
CHM 1046	General Chemistry II .....	3
CHM 1046L	General Chemistry II Lab .....	1
ENC 1102	English Composition II (Category I) .....	3
_____	** Plane Trigonometry or Higher (Category II) .....	3
_____	*** Natural Sciences Electives .....	4
<b>Total .....</b>		<b>31</b>

### Second Year Recommended Sequence Credits

_____	*** Natural Sciences Electives .....	12
BOT 1010	General Botany .....	3
BOT 1010L	General Botany Lab .....	1
PSY 2012	General Psychology (Category IV).....	3
_____	* Literature (Category II) .....	3
GEA 2000	World Regional Geography (Category IV) .....	3
_____	* Humanities (Category V).....	3
_____	* Oral Communications Requirement (Category IX) .....	1
<b>Total .....</b>		<b>29</b>

### Total Program Credits 60

\* Electives based on general education distribution requirements.

\*\* Mathematics Electives, choose 6 credits from:

MAC 1105	College Algebra .....	3
MAC 1114	Plane Trigonometry .....	3
MAC 1140	Precalculus Algebra .....	3
_____	or	
MAC 1147	Precalculus Algebra/Trigonometry .....	4
STA 2023	Elementary Statistics .....	3
MAC 2311	Analytic Geometry and Calculus I .....	4
MAC 2312	Analytic Geometry and Calculus II.....	4

\*\*\* Natural Sciences Electives choose 16 credits from:

BSC 2010	Integrated Principles of Biology	
BSC 2010L	Integrated Principles of Biology Lab	
_____	or	
BSC 1005	Biological Principles for Non-Majors	
BSC 1005L	Biological Principles for Non-Majors Lab.....	4
ZOO 1010	General Zoology .....	3
ZOO 1010L	General Zoology Lab .....	1
CHM 2210	Organic Chemistry I	
CHM 2210L	Organic Chemistry I Lab.....	4
_____	and	
CHM 2211	Organic Chemistry II	
CHM 2211L	Organic Chemistry II Lab .....	4
GLY 1010	Physical Geology .....	3
GLY 1010L	Physical Geology Lab .....	1
PHY 1053	General Physics I .....	3
PHY 1053L	General Physics I Lab .....	1
_____	or	
PHY 2048	Physics I with Calculus .....	4
PHY 2048L	Physics I with Calculus Lab .....	1

## GENERAL STUDIES (LIBERAL ARTS)

Associate in Arts

(GEN-AA)

Students who do not yet know in what area they plan to major or which upper-division school to which they plan to transfer may pursue the AA degree through a program of general studies. This route to the AA degree provides an avenue for students to take any college credit electives except those courses designated AAS only, in addition to the general education program requirements without following any one of the preplanned areas of concentration listed in this catalog. Students need to be aware that few universities or colleges offer a general degree. Upon application to a university, the student must commit to a degree. Students are advised to work closely with a counselor or departmental advisor to insure the courses taken at Pensacola State College will meet the student's major requirements.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College Center for Advising and Career Services on any campus for assistance in planning your program of study.

### First Year Recommended Sequence Credits

ENC 1101	English Composition I (Category I) .....	3
_____	* Biological Sciences (Category VI)..... (4)	3
_____	* Humanities (Category V).....	3
_____	* Mathematics (Category III) .....	3
_____	Elective.....	3
ENC 1102	English Composition II (Category I) .....	3
_____	* History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____	* Mathematics (Category III).....	3
_____	* Computer Competence Requirement (Category VIII).....	1
_____	Elective.....	3
<b>Total .....</b>		<b>(29) 28</b>

### Second Year Recommended Sequence Credits

_____	* Humanities (Category V).....	3
_____	* Literature (Category II) .....	3
_____	* Physical Sciences (Category VII)..... (3)	4
_____	Electives .....	6
_____	* History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____	* Oral Communications Requirement (Category IX) .....	1
_____	Electives .....	12
<b>Total .....</b>		<b>(31) 32</b>

### Total Program Credits 60

\* Electives based on general education distribution requirements.

**HISTORY – PUBLIC SERVICE***Associate in Arts**(HIST-AA)*

The History--Public Service AA is designed to meet the academic needs of students who have a strong interest in history. This program provides students an opportunity to begin studies for upper division work in history, political science, law and education. These courses of study can lead the students to careers in federal, state and local government, museum work, teaching, law and other related fields.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College History/Languages/Social Sciences Department for assistance in planning your program of study.

**Department Head:** Susan Morgan 484-2137  
smorgan@pensacolastate.edu

First Year Recommended Sequence		Credits
AMH 2010	American History to 1877 (Category IV).....	3
_____	Computer Competence Requirement (Category VIII) .....	1
ENC 1101	English Composition I (Category I) .....	3
POS 2041	American National Government (Category IV) ...	3
_____*	Oral Communications Requirement (Category IX)....	1
_____*	Mathematics (Category III).....	3
AMH 2020	American History from 1877 .....	3
ENC 1102	English Composition II (Category I).....	3
_____*	Humanities (Category V) (PHI 2010 strongly recommended) .....	3
_____*	Mathematics (Category III).....	3
_____*	Elective (Category IV strongly recommended) (INR 2002 recommended for Political Science Majors) .....	3
<b>Total .....</b>		<b>29</b>

Second Year Recommended Sequence		Credits
_____	Elective (AMH 2091 strongly recommended) .....	3
EUH 1000	European History to 1700 .....	3
_____	Elective (HUM 2210 or HUM 2230 strongly recommended) .....	3
_____*	Biological Sciences (Category VI) .....	(4) 3
_____*	Literature (Category II) .....	3
EUH 1001	European History from 1700 .....	3
_____*	Elective (EUH 2010 strongly recommended).....	3
_____*	Elective (PHI 2600 strongly recommended).....	3
_____*	Humanities (Category V) .....	3
_____*	Physical Sciences (Category VII).....	(3) 4
<b>Total .....</b>		<b>31</b>
<b>Total Program Credits</b>		<b>60</b>

\* Electives based on general education distribution requirements.

**LANDSCAPE AND NURSERY HORTICULTURAL***Associate in Arts**(HORT-AA)*

The purpose of this program is to prepare students for transfer to a four-year institution after completion of two years at Pensacola State College. Landscape and Nursery Horticulture exposes students to the art and science of breeding, installing and maintaining plants that are used to enhance and improve the human environment. This inter-disciplinary program combines the study of landscape and nursery horticultural sciences with the study of business, management and communications.

Horticultural Science graduates look forward to careers as nursery managers/owners, landscape designers, garden magazine journalists, environmental restoration consultants, plant breeders/inspectors and municipal horticulturalists. Golf and Sports Turf Management combines the study of grasses, soils, water and pests affecting turf with the study of business and management. Career opportunities include work with golf courses, athletic fields, lawn care companies, parks, agrichemical industries, cemeteries, environmental consulting firms, sod farms and governmental agencies, as well as preparation for graduate school. Job

opportunities are plentiful for individuals with targeted educational backgrounds and experience in nursery and landscape management.

This program was developed with agreement from the University of Florida, Milton Campus. Two plus two scholarships between Pensacola State College and the University of Florida are available each year to graduating seniors.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State Biological Sciences Department for assistance in planning your program of study. If you plan to transfer to the University of Florida, Milton Campus, please contact UF Academic Programs at (850) 484-4482 or (850) 983-5216 ext. 109 to make sure you meet UF preadmission requirements

**Department Head:** Douglas Wymer 484-1167  
dwymer@pensacolastate.edu

**Program Contact:** Amy Compton Horner 484-1162  
ahorner@pensacolastate.edu

First Year Recommended Sequence		Credits
BCS 2010	Integrated Principles of Biology (Category VI)	
BSC 2010L	Integrated Principles of Biology Lab.....	4
ENC 1101	English composition I (Category I) .....	3
MAC 1105	College Algebra (Category III).....	3
_____**	Humanities (Category V).....	3
CGS 1570	Computer Concepts and Applications (Category VIII) .....	3
ECO 2023	Microeconomics .....	3
ENC 1102	English Composition II (Category I).....	3
MAC 1114	Plane Trigonometry (Category III) .....	3
_____*	History, Behavioral/Social and Human Sciences (Category IV) .....	3
<b>Total.....</b>		<b>31</b>

Second Year Recommended Sequence		Credits
CHM 1045	General Chemistry I (Category VII)	
CHM 1045L	General Chemistry I Lab (Category VII).....	4
SPC 1608++	Public Speaking .....	3
_____**	Humanities (Category V).....	3
_____*	Literature (Category II) .....	3
BOT 1010	General Botany	
BOT 1010L	General Botany Lab .....	4
ENC 1210	Technical Writing I.....	3
_____*	History, Behavioral/Social and Human Sciences (Category IV).....	3
PHY 1025	Intro to Fundamentals of Physics .....	3
_____or		
PHY 1053	General Physics I	
PHY 1053L	General Physics I Lab .....	4
_____**	Electives.....	2-3
<b>Total.....</b>		<b>29</b>
<b>Total Program Credits</b>		<b>60</b>

\* Electives based on general education distribution requirements.

\*\* Students are encouraged to take BSC 2033 Ethical Issues in Biology or BSC 1931 Special Topics in Biological Sciences.

+ Students must complete eight credit hours of high school or college level foreign language credits to fulfill UF prerequisites. If foreign language credits are completed at the high school level, an additional six credit hours of humanities courses are required to meet the international and diversity requirements of UF.

## HUMAN PERFORMANCE AND RECREATION EXERCISE SCIENCE/ATHLETIC TRAINING

Associate in Arts

(HPREX-AA)

This program is the first two years of a four-year degree for students with a strong interest in assisting people to achieve and maintain appropriate levels of physical and mental well-being.

Career settings include health and fitness centers, educational institutions, cardiac rehabilitation units and other clinical settings, and amateur and professional sports organizations.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College Education Department for assistance in planning your program of study.

**Director:** Tom Leonard 484-2128  
tleonard@pensacolastate.edu

**Program Contact:** Vicki Carson 484-1313  
vcarson@pensacolastate.edu

**Note:** The UWF Athletic Training program is a limited access program. It is specifically designed for students who want to become board certified as a National Athletic Trainers' Association Board of Certification (NATABOC) Certified Athletic Trainer (ATC). Students planning to apply for admission into the UWF HL&ES Athletic Training Specialization should also take PHY 1053/L General Physics with Lab for an additional 4 credits. Students working toward a B.S. degree in Exercise Science are not required to take PHY 1053/L General Physics with Lab.

### First Year Recommended Sequence Credits

ENC 1101	English Composition I (Category I).....	3
MAC 1105	College Algebra (Category III) .....	3
DEP 2004	Human Growth and Development or	
PSY 2012	General Psychology (Category IV) .....	3
PHI 2100	Logic (Category V).....	3
	Biological Sciences (Category VI) .....	3
ENC 1102	English Composition II (Category I) .....	3
MAC 1140	Precalculus Algebra or	
STA 2023	Elementary Statistics (Category III) .....	3
	History, Behavioral/Social, and	
	Human Sciences (Category IV) (select from	
	AMH 2010, AMH 2020, EUH 1000, EUH 1001) .3	
	* Humanities (Category V, other than PHI prefix) .3	
CHM 1025	Introduction to College Chemistry (Category VII)3	
CHM 1025L	Introduction to College Chemistry Laboratory ....	1
	<b>Total .....</b>	<b>31</b>

### Second Year Recommended Sequence Credits

	* Literature (Category II).....	3
BSC 1093	Anatomy and Physiology I .....	3
BSC 1093L	Anatomy and Physiology I Laboratory .....	1
HUN 1201	Elements of Nutrition .....	3
	* Computer Competence Requirement	
	(category VIII).....	1
BSC 1094	Anatomy and Physiology II.....	3
BSC 1094L	Anatomy and Physiology II Laboratory.....	1
PET 2622	Care and Prevention of Athletic Injuries .....	3
PEO 1011	Team Sports	
	or	
PEO 1031	Individual Sports.....	3
LEI 2730	Adaptive Therapeutic Recreation	
	or	
PEQ 2105C	Management of Aquatic Programs .....	3
	* Oral Communications Requirement	
	(Category IX).....	1
	Electives (select from ANT 2000, ECO 2013,	
	GEA 2000, GEB 1011, .....HSC 2100, INR 2002,	
	MMC 2000, POS 2041, SYG 2000, SYG 2010) ....	3
	Physical Activity Course (select from	
	PEL, PEM, PEN, PEQ) .....	1
	<b>Total .....</b>	<b>29</b>

**Total Program Credits 60**

\* Electives based on general education distribution requirements.

## HUMAN PERFORMANCE AND RECREATION – HEALTH EDUCATION

Associate in Arts

(HPRHE-AA)

This program is the first two years of a four-year degree focused on disease prevention and community wellness. Career settings include public and private health units and non-profit agencies dealing with public health issues such as cancer, heart disease, birth defects, obesity, substance abuse, child abuse, and sexually transmitted diseases.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College Education Department for assistance in planning your program of study.

**Director:** Tom Leonard 484-2148  
tleonard@pensacolastate.edu

**Program Contact:** Vicki Carson 484-1313  
vcarson@pensacolastate.edu

### First Year Recommended Sequence Credits

ENC 1101	English Composition I (Category I) .....	3
MAC 1105	College Algebra (Category III) .....	3
PSY 2012	General Psychology (Category IV) .....	3
	* Humanities (Category V).....	3
HSC 2100	Personal and Community Health.....	3
ENC 1102	English Composition II (Category I) .....	3
STA 2023	Elementary Statistics (Category III) .....	3
	History, Behavioral/Social, and	
	Human Sciences (Category IV)	
	(select from AMH 2010, AMH 2020,	
	EUH 1000, EUH 1001).....	3
	* Biological Sciences (Category VI)	
	(must have BSC prefix).....	4
HUN 1201	Elements of Nutrition.....	3
	<b>Total .....</b>	<b>31</b>

### Second Year Recommended Sequence Credits

	* Literature (Category II) .....	3
	* Humanities (Category V).....	3
BSC 1080	Essentials of Anatomy and Physiology .....	3
BSC 1080L	Essentials of Anatomy and Physiology Lab .....	1
	* Computer Competence Requirement	
	(Category VIII) .....	1
HUS 2400	Drugs and Behavior .....	3
	* Physical Sciences (Category VII).....	3
SPC 2300	Interpersonal Communication (Category IX).....	3
SYG 2000	Introduction to Sociology .....	3
	Electives (select from ANT 2000, .....ANT 2410,	
	DEP 2004, ECO 2013, ..... HLP 1081, HSC 2400,	
	PCB 2030, PET 2622, POS 2041, SYG 2010) .....	6
	<b>Total .....</b>	<b>29</b>

**Total Program Credits 60**

\* Electives based on general education distribution requirements.

## HUMAN PERFORMANCE AND RECREATION PHYSICAL EDUCATION

Associate in Arts

(HPRPE-AA)

Students who want to become a Physical Education Teacher should choose HPRPE-AA. With this program students transfer directly into the UWF Health, Leisure, and Exercise Science program (Physical Education Teacher Specialization).

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College Education Department for assistance in planning your program of study.

**Director:** Tom Leonard 484-2148  
tleonard@pensacolastate.edu

**Program Contact:** Vicki Carson 484-1313  
vcarson@pensacolastate.edu

Although a school district may provide an appeals process to persons receiving a disapproval to enter K-12 classrooms as a result of the background check, students should be aware of Florida Statutes 435.04. Pursuant to Chapter 1012, Florida Statutes, any individual who has been found guilty of, regardless of adjudication, or entered plea of nolo contendere or guilty to, any offense enumerated in §435.04, Florida Statute, shall be ineligible for appointment to any instructional, non-instructional or voluntary position in daycare, school or other educational facility providing care or instruction to children 17 years of age or younger. To view §435.04, Florida Statutes, Go To [www.flsenate.gov/statutes](http://www.flsenate.gov/statutes).

First Year Recommended Sequence		Credits
ENC 1101	English Composition I (Category I) .....	3
MAC 1105	College Algebra (Category III) .....	3
PSY 2012	General Psychology (Category IV) .....	3
PHI 2010	Introduction to Philosophy (Category V) .....	3
HSC 2100	Personal and Community Health .....	3
ENC 1102	English Composition II (Category I) .....	3
STA 2023	Elementary Statistics (Category III) .....	3
AMH 2010	American History to 1877	
	or	
AMH 2020	American History from 1877 (Category IV) .....	3
	* Biological Sciences (Category VI) .....	4
EDF 1005	Introduction to the Teaching Profession .....	3
<b>Total .....</b>		<b>31</b>

Second Year Recommended Sequence		Credits
_____	* Literature (Category II) .....	3
_____	* Humanities (Category V, other than PHI prefix) .....	3
BSC 1080	Essentials of Anatomy and Physiology .....	3
BSC 1080L	Essentials of Anatomy and Physiology Lab .....	1
HLP 1081	Concepts of Life Fitness .....	3
EDF 2085	Introduction to Diversity for Educators .....	3
EME 2040	Introduction to Educational Technology (Category VIII) (No other course may be substituted) .....	3
_____	* Physical Sciences (Category VII) .....	3
_____	* Oral Communications Requirement (Category IX) .....	1
PET 2622	Care and Prevention of Athletic Injuries .....	3
_____	Electives .....	2
_____	Physical Activity Course (select from PEL, PEM, PEN, PEQ) .....	1
<b>Total .....</b>		<b>29</b>
<b>Total Program Credits</b>		<b>60</b>

\* Electives based on general education distribution requirements.

## HUMAN PERFORMANCE AND RECREATION SPORT MANAGEMENT

Associate in Arts

(HPRSM-AA)

This program is the first two years of a four-year degree for students seeking careers in the sports industry. Career Settings include youth recreation programs, health, and fitness centers, athletic departments of educational institutions, and amateur and professional sports organizations.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College Education Department for assistance in planning your program of study.

**Director:** Tom Leonard 484-2148  
tleonard@pensacolastate.edu

**Program Contact:** Vicki Carson 484-1313  
vcarson@pensacolastate.edu

First Year Recommended Sequence		Credits
ENC 1101	English Composition I (Category I) .....	3
MAC 1105	College Algebra (Category III) .....	3
DEP 2004	Human Growth and Development or .....	3
PSY 2012	General Psychology (Category IV) .....	3
_____	* Biological Sciences (Category VI) .....	3
HLP 1081	Concepts of Life Fitness .....	3
ENC 1102	English Composition II (Category I) .....	3
MAC 1140	Precalculus Algebra	
	or	
STA 2023	Elementary Statistics (Category III) .....	3
_____	History, Behavioral/Social, and Human Sciences (Category IV) (select from AMH 2010, AMH 2020, EUH 1000, EUH 1001) .....	3
_____	* Computer Competence Requirement (Category VIII) .....	1
CHM 1025	Introduction to College Chemistry (Category VII) .....	3
CHM 1025L	Introduction to College Chemistry Lab .....	1
<b>Total .....</b>		<b>29</b>

Second Year Recommended Sequence		Credits
_____	* Literature (Category II) .....	3
BSC 1093	Anatomy and Physiology I .....	3
BSC 1093L	Anatomy and Physiology I Lab .....	1
_____	* Humanities (Category V, other than PHI prefix) .....	3
PHI 2100	Logic (Category V) .....	3
PET 2622	Care and Prevention of Athletic Injuries .....	3
_____	* Oral Communications Requirement (Category IX) (For students transferring to UWF, SPC 2300 is strongly recommended) .....	1
PEO 1011	Team Sports or	
PEO 1031	Individual Sports .....	3
_____	Electives (select from ACG, COM, ECO, FIN, GEB, HFT, MAN) .....	6
LEI 2730	Adaptive Therapeutic Recreation or	
PEQ 2105C	Management of Aquatic Programs .....	3
_____	Physical Activity Courses (select from PEL, PEM, PEN, PEQ) .....	2
<b>Total .....</b>		<b>31</b>
<b>Total Program Credits</b>		<b>60</b>

\* Electives based on general education distribution requirements.



## JOURNALISM

Associate in Arts

(JOURN-AA)

Designed to meet most of the requirements of nearby colleges, the Pensacola State College program stresses the basics of news and feature writing in a "real life" setting. Students gain practical experience as they produce the student newspaper, eCorsair.com. Internships with area publications may be available to students who excel. Required courses provide the liberal arts background that most universities and editors recommend.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College English/Communications Department for assistance in planning your program of study.

**Department Head:** Thom Botsford 484-1447  
tbotsford@pensacolastate.edu

First Year Recommended Sequence		Credits
ENC 1101	English Composition I (Category I) .....	3
JOU 1400	College Publications .....	1
MMC 2000	Survey of Mass Communication .....	3
JOU 1100	Reporting I.....	3
_____*	Mathematics (Category III).....	3
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	Biological Sciences (Category VI) .....	(3) 4
_____*	Computer Competence Requirement (Category VIII) .....	1
ENC 1102	English Composition II (Category I) .....	3
SPC 1006C	Basic Speaking and Listening Skills (Category IX) .....	1
_____*	Humanities (Category V) .....	3
_____*	Elective .....	3
<b>Total.....</b>		<b>(30) 31</b>

Second Year Recommended Sequence		Credits
JOU 1303	Feature Article Writing .....	3
_____*	Literature (Category II) .....	3
_____*	Mathematics (Category III).....	3
MMC 2107	New Media Technologies .....	1
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	Humanities (Category V) .....	3
_____*	Physical Sciences (Category VII).....	(4) 3
_____*	Electives.....	10
<b>Total.....</b>		<b>(30) 29</b>

**Total Program Credits 60**

\* Electives based on general education distribution requirements.

## MATHEMATICS

Associate in Arts

(MATH-AA)

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College Mathematics Department for assistance in planning your program of study.

**Department Head:** Mr. Kirk Bradley 484-1128  
kbradley@pensacolastate.edu

First Year Recommended Sequence		Credits
COP 1510	Programming Concepts I (Category VIII).....	3
ENC 1101	English Composition I (Category I) .....	3
MAC 2311	Analytic Geometry and Calculus I (Category III) 4	
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
ENC 1102	English Composition II (Category I) .....	3
MAC 2312	Analytic Geometry and Calculus II(Category III) 4	
PHY 2048	Physics I with Calculus (Category VII).....	4
PHY 2048L	Physics I with Calculus Laboratory .....	1
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	Humanities (Category V) .....	3
<b>Total .....</b>		<b>31</b>

Second Year Recommended Sequence		Credits
MAC 2313	Analytic Geometry and Calculus III .....	4
PHY 2049	Physics II with Calculus.....	4
PHY 2049L	Physics II with Calculus Laboratory .....	1
SPC 1006C	Basic Speaking and Listening Skills (Category IX) .....	1
_____*	Literature (Category II) .....	3
STA 2023	Elementary Statistics.....	3
MAP 2302	Differential Equations .....	3
_____*	Biological Sciences (Category VI).....	3
_____*	Humanities (Category V).....	3
_____*	Elective.....	4
<b>Total .....</b>		<b>29</b>

**Total Program Credits 60**

\* Electives based on general education distribution requirements.

**MUSIC***Associate in Arts**(MUSIC-AA)*

This program is designed to provide students with basic skills and concepts in the field of music and to prepare the student completely for transfer to an upper-level institution. Students may choose as their principal instrument—piano, voice, organ, all woodwind instruments, all brass instruments, percussion, guitar, and strings. Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College Performing Arts Department (P.A.D.) for assistance in planning your program of study.

**Department Head: Don Snowden** **484-1802**  
**dsnowden@pensacolastate.edu**

<b>First Year Recommended Sequence</b>		<b>Credits</b>
ENC 1101	English Composition I (Category I) .....	3
MUN _____	Major Music Ensemble.....	1
MUT 1121	Integrated Music Theory I.....	3
MV_ 131_	Applied Music (Principal Instrument).....	2
_____*	Mathematics (Category III).....	3
_____*	Computer Competence Requirement (Category VIII) .....	1
ENC 1102	English Composition II (Category I).....	3
MUN _____	Major Music Ensemble.....	1
MUT 1122	Integrated Music Theory II .....	3
MV_ 131_	Applied Music (Principal Instrument).....	2
_____*	Biological Sciences (Category VI) .....	(4) 3
_____*	Mathematics (Category III).....	3
<b>Total .....</b>		<b>(29) 28</b>

<b>Second Year Recommended Sequence</b>		<b>Credits</b>
MUH 2110	Introduction to Music History (Category V).....	3
MUN _____	Major Music Ensemble.....	1
MUT 2126	Integrated Music Theory III.....	3
MV_ 232_	Applied Music (Principal Instrument).....	2
SPC 1006C	Basic Speaking and Listening Skills (Category IX) .....	1
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	Literature (Category II) .....	3
MUN _____	Major Music Ensemble.....	1
MUT 2127	Integrated Music Theory IV .....	3
MV_ 232_	Applied Music (Principal Instrument).....	2
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	Humanities (Category V) .....	3
_____*	Physical Sciences (Category VII).....	(3) 4
<b>Total .....</b>		<b>(31) 32</b>

**Total Program Credits** **60**

\* Electives based on general education distribution requirements.

**Note:** Students will be required to pass a piano proficiency examination during the final term, and are strongly urged to enroll in MVK 1111 and MVK 1112 to pass this proficiency examination.

**MUSIC TEACHER EDUCATION***Associate in Arts**(MUSED-AA)*

This program is designed for persons who wish to enter the music teaching profession at the elementary or high school level. Students who know the college or university which they plan to transfer should enroll in the specific courses recommended by the institution.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College Performing Arts Department (P.A.D.) for assistance in planning your program of study.

Although a school district may provide an appeals process to persons receiving a disapproval to enter K-12 classrooms as a result of the background check, students should be aware of Florida Statutes 435.04. Pursuant to Chapter 1012, Florida Statutes, any individual who has been found guilty of, regardless of adjudication, or entered plea of nolo contendere or guilty to, any offense enumerated in §435.04, Florida Statute, shall be ineligible for appointment to any instructional, non-instructional or voluntary position in daycare, school or other educational facility providing care or instruction to children 17 years of age or younger. To view §435.04, Florida Statutes, go to [www.flsenate.gov/statutes](http://www.flsenate.gov/statutes).

**Department Head: Don Snowden** **484-1802**  
**dsnowden@pensacolastate.edu**

<b>First Year Recommended Sequence</b>		<b>Credits</b>
MUT 1121	Integrated Music Theory I.....	3
MUN _____	Major Music Ensemble.....	1
MV_ 131_	Applied Music (Principal Instrument).....	2
ENC 1101	English Composition I (Category I) .....	3
EDF 1005	Introduction to the Teaching Profession .....	3
MGF 1106	Mathematics for Liberal Arts I (Category III) ....	3
MUT 1122	Integrated Music Theory II .....	3
MUN _____	Major Music Ensemble.....	1
MV_ 131_	Applied Music (Principal Instrument).....	2
ENC 1102	English Composition II (Category I).....	3
_____*	Physical Sciences (Category VII).....	(3) 4
EME 2040	Introduction to Educational Technology (Category VIII) .....	3
EDF 2085	Introduction to Diversity for Educators .....	3
_____*	Biological Sciences (Category VI) (4) .....	3
DEP 2004	Human Growth and Development or General Psychology (Category IV).....	3
PSY 2012	General Psychology (Category IV).....	3
<b>Total .....</b>		<b>40</b>

<b>Second Year Recommended Sequence</b>		<b>Credits</b>
MUT 2126	Integrated Music Theory III .....	3
MUN _____	Major Music Ensemble.....	1
MV_ 232_	Applied Music (Principal Instrument).....	2
MUH 2110	Introduction to Music History (Category V).....	3
_____*	Literature (Category II) .....	3
MGF 1107	Mathematics for Liberal Arts II (Category III) ....	3
MUT 2127	Integrated Music Theory IV .....	3
MUN _____	Major Music Ensemble.....	1
MV_ 232_	Applied Music (Principal Instrument).....	2
AMH 2010	American History to 1877 or American History from 1877 (Category IV) .....	3
AMH 2020	Humanities (Category V) .....	3
_____	Oral Communications Requirement (Category IX) .....	3
<b>Total .....</b>		<b>30</b>

**Total Program Credits** **70**

\* Electives based on general education distribution requirements.

**Note:** Students are strongly urged to enroll in MVK 1111 and MVK 1112 to pass any piano proficiency at the college or university to which they wish to transfer.

## NATURAL RESOURCE CONSERVATION/PRE-FORESTRY

Associate in Arts

(TREE-AA)

This program of study offers the first two years of a baccalaureate degree program in forestry, wildlife ecology or resource conservation. It is designed specifically to assist the student in transferring - immediately into a professional school. Working in close cooperation with an academic advisor, Natural Resource Conservation students prepare programs of study according to their educational career goals, or they follow one of several specialized options. Natural Resource Conservation graduates find employment in government agencies, consulting firms and environmental education programs. This program was developed with agreement from several leading universities in forest studies including the University of Florida, Auburn University, University of Georgia and Mississippi State. Two plus two scholarships between Pensacola State College and the University of Florida are also available each year to graduating high school seniors.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College Biological Sciences Department for assistance in planning your program of study. If you plan to transfer to the University of Florida at Milton, please contact UF Academic Programs at (850) 983-5216 ext. 109 to make sure you meet UF preadmission requirements.

**Department Head:** Douglas Wymer 484-1167  
dwymer@pensacolastate.edu

### First Year Recommended Sequence Credits

BSC 2010	Integrated Principles of Biology (Category VI)	
BCS 2010L	Integrated Principles of Biology Lab	4
ENC 1101	English Composition I (Category I)	3
MAC 1105	College Algebra (Category III)	3
SPC 1608	Public Speaking (Category IX)	3
_____	*+ Humanities (Category V)	3
CGS 1570	Computer Concepts and Applications (Category VIII)	3
ECO 2013	Macroeconomics	
_____	or	
ECO 2023	Microeconomics	3
ENC 1102	English Composition II (Category I)	3
_____	* History, Behavioral/Social and Human Sciences (Category IV)	3
_____	++ Electives	3-4
	<b>Total</b>	<b>31</b>

### Second Year Recommended Sequence Credits

CHM 1025**	Introduction to College Chemistry (Category VII)	
_____	or	
CHM 1045	General Chemistry I	
_____	*+ Humanities (Category V)	3
_____	* Literature (Category II)	3
STA 2023	Elementary Statistics (Category III)	3
_____	* History, Behavioral/Social and Human Sciences (Category IV)	3
ENC 1210	Technical Writing	3
_____	++ Electives	10
	<b>Total</b>	<b>29</b>

BOT 1010 ✓ Botany  
BOT 1010L ✓ Botany Laboratory

**Total Program Credits 60**

- \* Electives based on general education distribution requirements.
- \*\* CHM 1045 General Chemistry I and CHM 1045L General Chemistry I Laboratory Recommended
- + Students must complete eight credit hours of high school or college level foreign language credits to fulfill UF prerequisites. If foreign language credits are completed at the high school level, an additional six credit hours of humanities courses are required to meet the international and diversity requirements of UF.
- ++ Choice of Electives
- ✓ Highly Recommended

ZOO 1010 ✓	General Zoology
ZOO 1010L ✓	General Zoology Laboratory
BSC 2033	Ethical Issues in Biology
BSC 1931	Special Topics in Biological Sciences
PCB 2030	Introduction to Environmental Science
PHY 1025	Intro to Fundamentals of Physics
FRE 1120	Beginning French I
GER 1120	Beginning German I
LAT 1120	Beginning Latin I
SPN 1120	Beginning Spanish I
	Any Category III course
	Any Category VII course

## PHILOSOPHY

Associate in Arts

(PHIL-AA)

This program is suggested for students who wish to pursue an AA degree with a concentration in philosophy. It will provide an excellent basis for anyone who plans to continue toward a higher degree in the liberal arts or the humanities. The student is encouraged to review the philosophy courses in the course description section of this catalog.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College History/Languages/Social Sciences Department for assistance in planning your program of study.

**Department Head:** Susan Morgan 484-2137  
smorgan@pensacolastate.edu

**Program Contact:** John Holder 484-2542  
jholder@pensacolastate.edu

### First Year Recommended Sequence Credits

_____	_____	Computer Competence Requirement (Category VIII)	1
ENC 1101	_____	English Composition I (Category I)	3
_____	_____*	History, Behavioral/Social, and Human Sciences (Category IV) (EUH 1000 strongly recommended)	3
PHI 2010	_____	Introduction to Philosophy	3
_____	_____	Oral Communications Requirement (Category IX)	1
_____	_____*	Mathematics (Category III)	3
ENC 1102	_____	English Composition II (Category I)	3
_____	_____	Elective (EUH 1001 strongly recommended)	3
_____	_____*	Humanities (Category V) (HUM 2210 strongly recommended)	3
_____	_____*	History, Behavioral/Social, and Human Sciences (Category IV)	3
_____	_____*	Mathematics (Category III)	3
		<b>Total</b>	<b>29</b>

### Second Year Recommended Sequence Credits

_____	_____	Elective (HUM 2230 strongly recommended)	3
_____	_____	Elective (PHI 2070 strongly recommended)	3
PHI 2100	_____	Logic	3
_____	_____*	Biological Sciences (Category VI)	3
_____	_____*	Literature (Category II)	3
_____	_____	Elective (AMH 2091 strongly recommended)	3
PHI 2600	_____	Ethics	3
PHI 2701	_____	Introduction to the Philosophy of World Religions (Category V)	3
_____	_____	Elective	3
_____	_____*	Physical Sciences (Category VII) (4)	3
		<b>Total</b>	<b>31</b>

**Total Program Credits 60**

- \* Electives based on general education distribution requirements.

## PHYSICS

Associate in Arts

(PHYS-AA)

This program provides the first two years of a four-year university program leading to a baccalaureate degree in physics. The Pensacola State College curriculum has the necessary prerequisite courses for a completer to begin upper-division work as a university junior in the major.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College Physical Sciences Department for assistance in planning your program of study.

**Department Head: Ed Stout** 484-1189  
estout@pensacolastate.edu

First Year Recommended Sequence		Credits
CHM 1045	General Chemistry I (Category VII).....	3
CHM 1045L	General Chemistry I Laboratory .....	1
ENC 1101	English Composition I (Category I) .....	3
MAC 2311	Analytic Geometry and Calculus I (Category III) .....	4
_____ *	History, Behavioral/Social, and	
_____ *	Human Sciences (Category IV) .....	3
_____ *	Computer Competence Requirement	
_____ *	(Category VIII) .....	1
CHM 1046	General Chemistry II .....	3
CHM 1046L	General Chemistry II Laboratory .....	1
ENC 1102	English Composition II (Category I) .....	3
MAC 2312	Analytic Geometry and Calculus II (Category III) .....	4
PHY 2048	Physics I with Calculus .....	4
PHY 2048L	Physics I with Calculus Laboratory .....	1
<b>Total .....</b>		<b>31</b>

Second Year Recommended Sequence		Credits
MAC 2313	Analytic Geometry and Calculus III .....	4
PHY 2049	Physics II with Calculus .....	4
PHY 2049L	Physics II with Calculus Laboratory .....	1
_____ *	Humanities (Category V) .....	3
_____ *	Literature (Category II) .....	3
BSC 2010	Integrated Principles of Biology (Category VI) .....	3
BSC 2010L	Integrated Principles of Biology Laboratory .....	1
_____ *	History, Behavioral/Social, and	
_____ *	Human Sciences (Category IV) .....	3
_____ *	Humanities (Category V) .....	3
_____ *	Oral Communications Requirement (Category IX) .....	1
_____ *	Mathematics or Natural Sciences Elective .....	3
<b>Total .....</b>		<b>29</b>

**Total Program Credits** 60

\* Electives based on general education distribution requirements.

## PRE-CLINICAL LABORATORY SCIENCES

Associate in Arts

(MEDTC-AA)

The curriculum provides the first two years of college education leading to transfer to a Florida school offering a baccalaureate degree in Medical Technology.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College Biological Sciences Department for assistance in planning your program of study.

**Department Head: Douglas Wymer** 484-1167  
dwymer@pensacolastate.edu

First Year Recommended Sequence		Credits
BSC 2010	Integrated Principles of Biology (Category VI) .....	3
BSC 2010L	Integrated Principles of Biology Laboratory .....	1
CHM 1045	General Chemistry I (Category VII) .....	3
CHM 1045L	General Chemistry I Laboratory .....	1
ENC 1101	English Composition I (Category I) .....	3
MAC 1105	College Algebra (or higher math) (Category III) .....	3
BSC 1093	Anatomy and Physiology I .....	3
BSC 1093L	Anatomy and Physiology I Laboratory .....	1
CHM 1046	General Chemistry II .....	3
CHM 1046L	General Chemistry II Laboratory .....	1
ENC 1102	English Composition II (Category I) .....	3
STA 2023	Elementary Statistics (Category III) .....	3
_____ *	Humanities (Category V) .....	3
<b>Total .....</b>		<b>31</b>

Second Year Recommended Sequence		Credits
BSC 1094	Anatomy and Physiology II .....	3
BSC 1094L	Anatomy and Physiology II Laboratory .....	1
_____ *	Computer Competence (Category VIII) .....	1
CHM 2210	Organic Chemistry I .....	3
CHM 2210L	Organic Chemistry I Laboratory .....	1
_____ *	History, Behavioral/Social, and	
_____ *	Human Sciences (Category IV) .....	3
_____ *	Literature (Category II) .....	3
CHM 2211	Organic Chemistry II .....	3
CHM 2211L	Organic Chemistry II Laboratory .....	1
MCB 2010	General Microbiology .....	2
MCB 2010L	General Microbiology Laboratory .....	2
SPC 1006C	Basic Speaking and Listening Skills (Category IX) .....	1
_____ *	History, Behavioral/Social, and	
_____ *	Human Sciences (Category IV) .....	3
_____ *	Humanities (Category V) .....	3
<b>Total .....</b>		<b>30</b>

**Total Program Credits** 61

\* Electives based on general education distribution requirements.

## PRE-ENGINEERING

Associate in Arts

(ENGNR-AA)

This program provides the first two years of a four-year university program leading to a baccalaureate degree in engineering. The Pensacola State College curriculum has the necessary prerequisite courses for a completer to begin upper-division work as a university junior in the major.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College Physical Sciences Department for assistance in planning your program of study.

**Department Head: Ed Stout 484-1189**  
**estout@pensacolastate.edu**

### First Year Recommended Sequence Credits

ENC 1101	* Biological Sciences (Category VI).....	3
MAC 2311	English Composition I (Category I).....	3
_____	* Analytic Geometry and Calculus I (Category).....	4
_____	* History, Behavioral/Social, and	
_____	Human Sciences (Category IV).....	3
_____	* Computer Competence Requirement	
_____	(Category VIII).....	1
CHM 1045	General Chemistry I (Category VII) .....	3
CHM 1045L	General Chemistry I Laboratory .....	1
MAC 2312	Analytic Geometry and Calculus II(Category III) 4	
ENC 1102	English Composition II (Category I) .....	3
PHY 2048	Physics I with Calculus .....	4
PHY 2048L	Physics I with Calculus Laboratory .....	1
	<b>Total .....</b>	<b>30</b>

### Second Year Recommended Sequence Credits

MAC 2313	Analytic Geometry and Calculus III .....	4
PHY 2049	Physics II with Calculus .....	4
PHY 2049L	Physics II with Calculus Laboratory .....	1
_____	* Humanities (Category V) .....	3
_____	* Literature (Category II) .....	3
_____	** Engineering/Science/Math Electives .....	5
MAP 2302	Differential Equations.....	3
_____	* History, Behavioral/Social, and	
_____	Human Sciences (Category IV).....	3
_____	* Humanities (Category V) .....	3
_____	* Oral Communications Requirement	
_____	(Category IX).....	1
	<b>Total .....</b>	<b>30</b>

**Total Program Credits 60**

\* Electives based on general education distribution requirements.

\*\* Engineering/Science/Math electives — Select from the following (a total of five credit hours is required):

CHM 1046	General Chemistry II.....	3
CHM 1046L	General Chemistry II Laboratory .....	1
EGS 2311	Engineering Statics .....	3
EGS 2321	Engineering Dynamics.....	3
MAC 1114	Plane Trigonometry (or higher math) .....	3 or 4

The Associate in Arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the above planned track in order to transfer into a similar program at senior institutions. Students should contact the department head or program coordinator regarding "the 48 hours" of common prerequisites for possible early transfer to the State University System.

## PRE-FORESTRY

Associate in Arts

(TREE-AA)

See NATURAL RESOURCE CONSERVATION

## PRE-LAW/PRE-LEGAL ADMINISTRATION

Associate in Arts

(LEGAL-AA)

This program is designed to provide the first two years in a pre-law curriculum for students who expect to enter law school upon completion of a four-year baccalaureate degree program. It is aimed at a broad general education in the liberal arts and sciences. There is no standard, prescribed pre-law curriculum. However, students who intend to enter a phase of law in which the major emphasis will be business should follow the business transfer program.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College Business Department for assistance in planning your program of study.

**Department Head: Linda Bloom 484-2504**  
**lbloom@pensacolastate.edu**

**Program Contact: Jimmy Hightower 484-1367**  
**jhighower@pensacolastate.edu**

### First Year Recommended Sequence Credits

CGS 1570	Computer Concepts and Applications	
	(Category VIII).....	3
ENC 1101	English Composition I (Category I).....	3
_____	* Biological Sciences (Category VI) .....	(3) 4
_____	* History, Behavioral/Social, and	
_____	Human Sciences (Category IV).....	3
_____	* Mathematics (Category III) .....	3
ENC 1102	English Composition II (Category I) .....	3
PLA 1003	The Legal Profession .....	3
PHI 2100	Logic .....	3
SPC 1608	Public Speaking (Category IX).....	3
_____	* Mathematics (Category III) .....	3
	<b>Total.....</b>	<b>(30) 31</b>

### Second Year Recommended Sequence Credits

PLA 1104	Legal Research and Writing I	
	or	
	Torts .....	3
PLA 1273	Legal Ethics .....	3
PLA 1700	Humanities (Category V) .....	3
_____	* Humanities (Category V) .....	3
_____	* Literature (Category II) .....	3
PLA 2880	Constitutional Law .....	3
_____	* History, Behavioral/Social, and	
_____	Human Sciences (Category IV).....	3
_____	* Humanities (Category V) .....	3
_____	* Physical Sciences (Category VII) .....	(4) 3
_____	Electives .....	5
	<b>Total .....</b>	<b>(30) 29</b>

**Total Program Credits 60**

\* Electives based on general education distribution requirements.

**PRE-MEDICAL/DENTAL/VETERINARY STUDIES***Associate in Arts**(MED-AA)*

The curriculum provides the first two years of college education for science majors seeking a baccalaureate degree followed by postgraduate work in a professional school.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College Biological Sciences Department for assistance in planning your program of study.

**Department Head:** Douglas Wymer 484-1167  
dwymr@pensacolastate.edu

**First Year Recommended Sequence Credits**

BSC 2010	Integrated Principles of Biology (Category VI)	
BSC 2010L	Integrated Principles of Biology Laboratory.....	4
CHM 1045	General Chemistry I (Category VII) .....	3
CHM 1045L	General Chemistry I Laboratory .....	1
ENC 1101	English Composition I (Category I) .....	3
MAC 2311	Analytic Geometry and Calculus I (Category III) ..	4
CHM 1046	General Chemistry II .....	3
CHM 1046L	General Chemistry II Laboratory .....	1
ENC 1102	English Composition II (Category I) .....	3
STA 2023**	Elementary Statistics (Category III) .....	3
ZOO 1010	General Zoology.....	3
ZOO 1010L	General Zoology Laboratory.....	1
_____*	Humanities (Category V).....	3
	<b>Total .....</b>	<b>32</b>

**Second Year Recommended Sequence Credits**

BSC 2033**	Ethical Issues in Biology .....	2
CGS 1050	Electronic Access to Information (Category VIII) ..	1
CHM 2210	Organic Chemistry I .....	3
CHM 2210L	Organic Chemistry I Laboratory .....	1
_____*	History, Behavioral/Social, and	
_____*	Human Sciences (Category IV) .....	6
_____*	Literature (Category II) .....	3
CHM 2211	Organic Chemistry II .....	3
CHM 2211L	Organic Chemistry II Laboratory .....	1
SPC 1006C	Basic Speaking and Listening Skills	
_____*	(Category IX) .....	1
_____*	Humanities (Category V).....	3
_____***	Biology Elective .....	4
	<b>Total .....</b>	<b>28</b>

**Total Program Credits 60**

- \* Electives based on general education distribution requirements.
- \*\* Students may take MAC 2312 Analytic Geometry and Calculus II in place of both STA 2023 and one credit of BSC 1931. Students may take BSC 1931 Special Topics in Biological Science twice in place of BSC 2033.
- \*\*\* Recommended Courses: It is suggested that a student intending to major in any pre-professional area at a four-year college or university take the following additional course while at Pensacola State College:

MCB 2010	General Microbiology and MCB 2010L.....	4
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**PRE-NURSING***Associate in Arts**(NURSE-AA)*

The program as outlined below is intended to give the student the first two years of a four-year program leading to a bachelor's degree in nursing and will satisfy the requirements of most baccalaureate nursing programs. In some instances, however, it is necessary for the student to take the entire program at the institution granting the nursing degree. Since requirements of colleges vary, students should obtain a catalog of the college to which they plan to transfer and consult with the dean of the intended nursing program in order to make the best choice of courses in junior college. In some cases, it may be desirable for the student to transfer at the end of the freshman year.

Following is a suggested sequence for taking courses in this program. The prescribed 60 hours are required for an Associate in Arts degree.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College Biological Sciences Department for assistance in planning your program of study.

**Department Head:** Douglas Wymer 484-1167  
dwymr@pensacolastate.edu

**First Year Recommended Sequence Credits**

BSC 2010	Integrated Principles of Biology (Category VI)....	3
BSC 2010L	Integrated Principles of Biology Laboratory.....	1
BSC 1093	Anatomy and Physiology I.....	3
BSC 1093L	Anatomy and Physiology I Laboratory.....	1
ENC 1101	English Composition I (Category I) .....	3
EUH 1000	European History to 1700	
	or	
AMH 2010	American History to 1877 (Category IV) .....	3
MAC 1105	College Algebra (Category III).....	3
SPC 1608	Public Speaking (Category IX) .....	1
_____*	Computer Competence (Category VIII) .....	1
ENC 1102	English Composition II (Category I) .....	3
DEP 2004	Human Growth and Development .....	3
SAT 2023	Elementary Statistics (Category III) .....	3
	<b>Total.....</b>	<b>30</b>

**Second Year Recommended Sequence Credits**

CHM 1045	General Chemistry I (Category VII) .....	3
CHM 1045L	General Chemistry I Laboratory .....	1
HUN 1201	Elements of Nutrition.....	3
PSY 2012	General Psychology (Category IV) .....	3
_____*	Humanities (Category V).....	3
_____*	Literature (Category II) .....	3
BSC 1094	Anatomy and Physiology II .....	3
BSC 1094L	Anatomy and Physiology II Laboratory .....	1
MCB 1000	Applied Microbiology .....	3
MCB 1000L	Applied Microbiology Laboratory .....	1
SYG 2000	Introduction to Sociology .....	3
_____*	Humanities (Category V).....	3
	<b>Total.....</b>	<b>30</b>

**Total Program Credits 60**

- \* Electives based on general education distribution requirements.



## PRE-PHARMACY

Associate in Arts

(PHARM-AA)

The curriculum provides the first two years of college education for students seeking admission to a school of pharmacy.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College Biological Sciences Department for assistance in planning your program of study.

**Department Head: Douglas Wymer 484-1168**  
**dwym@pensacolastate.edu**

First Year Recommended Sequence		Credits
BSC 2010	Integrated Principles of Biology (Category VI)	
BSC 2010L	Integrated Principles of Biology Laboratory .....	4
CHM 1045	General Chemistry I (Category VII) .....	3
CHM 1045L	General Chemistry I Laboratory.....	1
ENC 1101	English Composition I (Category I).....	3
MAC 1147***	Precalculus Algebra/Trigonometry (Category III).....	4
CHM 1046	General Chemistry II .....	3
CHM 1046L	General Chemistry II Laboratory .....	1
ENC 1102	English Composition II (Category I) .....	3
MAC 2311	Analytic Geometry and Calculus I (Category III).....	4
BSC 1093	Anatomy and Physiology I	
BSC 1093L	Anatomy and Physiology I Laboratory .....	4
<b>Total.....</b>		<b>30</b>

Second Year Recommended Sequence		Credits
_____*	Computer Competence (Category VIII) .....	1
CHM 2210	Organic Chemistry I.....	3
CHM 2210L	Organic Chemistry I Laboratory.....	1
BSC 1094	Anatomy and Physiology II	
BSC 1094L	Anatomy and Physiology II Laboratory .....	4
_____*	History, Behavioral/Social, and	
_____*	Human Sciences (Category IV) .....	3
_____*	Humanities (Category V).....	3
BSC 1931**	Special Topics in Biological Sciences .....	1
CHM 2211	Organic Chemistry II .....	3
CHM 211L	Organic Chemistry II Laboratory .....	1
SPC 1006C	Basic Speaking and Listening Skills	
_____*	(Category IX) .....	1
_____*	History, Behavioral/Social, and	
_____*	Human Sciences (Category IV) .....	3
_____*	Humanities (Category V).....	3
_____*	Literature (Category II) .....	3
<b>Total.....</b>		<b>30</b>

**Total Program Credits 60**

- \* Electives based on general education distribution requirements.
- \*\* Students may take BSC 2033 Ethical Issues in Biology, in place of BSC 1931.
- \*\*\* Students may take MAC 1140 Precalculus Algebra and MAC 1114 Plane Trigonometry in place of MAC 1147.

**Note:** Pharmacy schools generally require General Physics before admission to the school. A student who plans to apply to pharmacy school after the sophomore year should consider adding eight credit hours of Physics to the suggested curriculum.

Transfer students will be fully accepted into the UF Pharm D Program without completing the Pre-Anatomy and Physiology and communication courses (assuming they meet all the other admissions requirements), but they will be advised to complete the Anatomy and Physiology courses at UF (if not already completed at the community college) in Summer A and B prior to starting the Pharm D Program in the fall.

## PRE-PHYSICAL THERAPY

Associate in Arts

(PT-AA)

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College Biological Sciences Department for assistance in planning your program of study.

**Department Head: Douglas Wymer 484-1167**  
**dwym@pensacolastate.edu**

First Year Recommended Sequence		Credits
BSC 2010	Integrated Principles of Biology (Category VI)	
BSC 2010L	Integrated Principles of Biology Laboratory .....	4
_____*	Computer Competence (Category VIII) .....	1
CHM 1045	General Chemistry I (Category VII) .....	3
CHM 1045L	General Chemistry I Laboratory.....	1
ENC 1101	English Composition I (Category I).....	3
MAC 1105	College Algebra (or higher math) (Category III).....	3
CHM 1046	General Chemistry II .....	3
CHM 1046L	General Chemistry II Laboratory .....	1
ENC 1102	English Composition II (Category I) .....	3
MAC 1114	Plane Trigonometry (Category III).....	3
PSY 2012	General Psychology (Category IV).....	3
SPC 1006C	Basic Speaking and Listening Skills	
_____*	(Category IX).....	1
<b>Total .....</b>		<b>29</b>

Second Year Recommended Sequence		Credits
BSC 1093	Anatomy and Physiology I .....	3
BSC 1093L	Anatomy and Physiology I Laboratory .....	1
PHY 1053	General Physics I.....	3
PHY 1053L	General Physics I Laboratory .....	1
STA 2023	Elementary Statistics .....	3
_____*	Humanities (Category V) .....	3
BSC 1094	Anatomy and Physiology II.....	3
BSC 1094L	Anatomy and Physiology II Laboratory .....	1
DEP 2004	Human Growth and Development (Category IV) .....	3
PHY 1054	General Physics II .....	3
PHY 1054L	General Physics II Laboratory.....	1
_____*	Humanities (Category V).....	3
_____*	Literature (Category II) .....	3
<b>Total .....</b>		<b>31</b>

**Total Program Credits 60**

- \* Elective based on general education distribution requirements. (Due to the competitive nature of the Physical Therapy programs, students are strongly advised to contact Douglas Wymer, Biological Sciences Department on the Pensacola Campus, 484-1168, during the first semester of enrollment at the College.)

**PSYCHOLOGY**

Associate in Arts

(PSYCH-AA)

This program is designed to provide the first two years of a baccalaureate degree in Psychology. Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College History/Languages/Social Sciences Department for assistance in planning your program of study.

**Department Head: Susan Morgan** 484-2137  
smorgan@pensacolastate.edu

First Year Recommended Sequence		Credits
ENC 1101	English Composition I (Category I).....	3
MAC 1105	College Algebra (Category III).....	3
DEP 2004	Human Growth and Development .....	3
_____ *	Humanities (Category V) .....	3
_____ *	(must be Philosophy course; PHI 2010 or PHI 2100 strongly recommended)	
_____ *	Computer Competence Requirement (Category VIII).....	1
_____ *	Oral Communications Requirement (Category IX) .....	1
_____ *	Biological Sciences (Category VI) (select from BSC 1005/L, BSC 2010/L, or ZOO 1010/L) .....	4
ENC 1102	English Composition II (Category I) .....	3
PSY 2012	General Psychology .....	3
_____ *	History, Behavioral/Social, and Human Sciences (Category IV) (select from AMH 2010, AMH 2020, EUH 1000, EUH 1001).3	
_____ *	Elective (ANT, HLP, SOW or SYG prefix; or HSC 2100 strongly recommended).....	3
<b>Total .....</b>		<b>30</b>

Second Year Recommended Sequence		Credits
_____ *	Literature (Category II) .....	3
STA 2023	Elementary Statistics (Category III).....	3
_____ *	Humanities (Category V, other than PHI prefix) .....	3
_____ *	Physical Sciences (Category VII).....	3
PSY 2932**	Special Topics in Research Methods .....	3
HUS 2400	Drugs and Behavior .....	3
_____ *	Electives (SPC 2300 strongly recommended)....	12
<b>Total .....</b>		<b>30</b>
<b>Total Program Credits</b>		<b>60</b>

\* Electives based on general education distribution requirements.

\*\* Students should enroll upon completion of 50% (18 credit hours) of General Education requirements.

**SOCIAL SCIENCES**

Associate in Arts

(SOCSC-AA)

This program is designed to provide the first two years of a baccalaureate degree in Social Work. Students pursuing an upper-level degree in the social sciences can also obtain an excellent interdisciplinary foundation through the SOCSC-AA program.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College History/Languages/Social Sciences Department for assistance in planning your program of study.

**Department Head: Susan Morgan** 484-2137  
smorgan@pensacolastate.edu

First Year Recommended Sequence		Credits
ENC 1101	English Composition I (Category I).....	3
MAC 1105	College Algebra (Category III) .....	3
_____ *	Humanities (Category V) .....	3
_____ *	(Must be Philosophy course) .....	3
HSC 2100	Personal and Community Health or Concepts of Life Fitness.....	3
HLP 1081	General Psychology (Category IV).....	3
PSY 2012	English Composition II (Category I) .....	3
ENC 1102	Biological Principles for Non-Majors (Category VI). (For students transferring to UWF Anthropology Program, BOT 1010/L is strongly recommended). .....	4
BSC 1005/L	Elementary Statistics (Category III).....	3
STA 2023	Introduction to Sociology .....	3
SYG 2000	Elective .....	3
_____ *	<b>Total.....</b>	<b>31</b>

Second Year Recommended Sequence		Credits
_____ *	Literature (Category II) .....	3
_____ *	Humanities (Category V, other than PHI prefix) .....	3
_____ *	History, Behavioral/Social, and Human Sciences (Category IV) (select from AMH 2010, AMH 2020, EUH 1000, EUH 1001).....	3
SOW 2031	Introduction to Social Work and Social Welfare or Introduction to Anthropology .....	3
ANT 2000	Computer Competence Requirement (Category VIII).....	1
_____ *	Physical Sciences (Category VII) .....	3
_____ *	Oral Communications Requirement (Category IX).....	1
ECO 2013	Macroeconomics or American National Government.....	3
POS 2041	Cultural Anthropology or Drugs and Behavior .....	3
ANT 2410	Social Problems.....	3
HUS 2400	Elective .....	3
SYG 2010	<b>Total.....</b>	<b>29</b>

**Total Program Credits** 60

\* Electives based on general education distribution requirements.

## THEATRE

Associate in Arts

(DRAMA-AA)

This program is designed for students with a strong interest in general theatre.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College Performing Arts Department for assistance in planning your program of study.

**Department Head: Don Snowden** 484-1802  
dsnowden@pensacolastate.edu

**Program Contact Rodney Whatley** 484-1807  
rwhatley@pensacolastate.edu

First Year Recommended Sequence		Credits
ENC 1101	English Composition I (Category I) .....	3
THE 2000*	Theatre Appreciation (Category V) .....	3
TPP 1110	Acting I.....	3
TPP 2190	Rehearsal and Performance .....	1
_____*	Mathematics (Category III).....	3
_____**	Computer Competence Requirement (Category VIII).....	1
DAA 1200	Fundamentals of Ballet.....	1
ENC 1102	English Composition II (Category I) .....	3
PSY 2012	General Psychology (Category IV).....	3
TPA 2290	Technical Laboratory.....	1
TPP 1111	Acting II .....	3
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	Mathematics (Category III).....	3
	<b>Total.....</b>	<b>31</b>

Second Year Recommended Sequence		Credits
TPP 2190	Rehearsal and Performance .....	1
TPP 2250	Introduction to Musical Theatre .....	3
TPP 2300	Directing I.....	3
_____*	Biological Sciences (Category VI).....	(4)3
_____*	Literature (Category II) .....	3
_____*	Oral Communications Requirement (Category IX) .....	1
	(SPC 1608 is recommended)	
THE 2300	Dramatic Literature.....	3
TPA 2200	Introduction to Technical Theatre .....	3
TPP 2190	Rehearsal and Performance .....	1
DAA 1100	Beginning Modern Dance.....	1
_____*	Humanities (Category V).....	3
_____*	Physical Sciences (Category VII) .....	(3) 4
	<b>Total .....</b>	<b>29</b>

**Total Program Credits 60**

\* Electives based on general education distribution requirements.

\*\* Any three-credit hour course that satisfies the computer competence requirement for the AA degree.

The University of Florida offers three Bachelor of Science degree programs on the Pensacola State College Milton Campus: Natural Resource Conservation, Plant Science: Environmental Horticulture, and Plant Science: Golf and Sports Turf Management. Earning a degree from the University of Florida, Milton Campus is no different than earning a degree from the Gainesville campus.

**Natural Resource Conservation** is a degree program designed to provide graduates with expertise in the management and conservation of our natural heritage, from forests and wildlife to water and soil. This program covers many different fields including ecology, biology, geology, management, and economic aspects of natural resources. Natural Resource Conservation students meet with a UF advisor to develop personalized programs of study according to their areas of interest by utilizing elective choices in wildlife, forestry, biology, marine biology, ecotourism and environmental studies. Some areas of specialization include: forestry, soils, coastal and wetland ecology, environmental law, and geographic information computer systems. Students may also choose to minor in Wildlife Ecology and Conservation, Environmental Horticulture, or Soil and Water Science. Natural Resource Conservation graduates find employment in government agencies, consulting firms, and environmental education programs and pursue careers as Ecologists, Environmental Educators, Fisheries Specialists, Environmental Consultants, GIS Specialists, Environmental Lawyers or Consultants, Research Technicians, Park Rangers and Restoration Specialists. See Page 71 for a complete description of the Pensacola State College Associate in Arts degree program designed to meet all of the admission requirements for the Natural Resource Conservation degree program at the University of Florida, Milton Campus.

**Plant Science: Environmental Horticulture** is a sustainable field where working with plants allows you to be creative, work outdoors, and improve the urban environment. Students apply principals of biology, botany, business, chemistry, mathematics and education to growing and using plants in all areas of life. This degree provides the skills and training for employment in Florida's diverse environmental horticulture industry, including theme parks, nursery industries, and landscape management firms. Graduates look forward to careers as nursery managers/owners, landscape designers, garden magazine journalists, environmental restoration consultants, extension specialists, plant breeders/inspectors and municipal horticulturists. The Environmental Horticulture Degree program is administered by the University of Florida's College of Agricultural and Life Sciences. Students may also choose to minor in Wildlife Ecology. See Page 67 for a complete description of the Pensacola State College Associate in Arts degree program designed to meet all of the admission requirements for the Plant Science: Environmental Horticulture degree program at the University of Florida, Milton Campus.

**Golf and Sports Turf Management** is a focus of the Plant Science: Environmental Horticulture degree program that combines the study of grasses, soils, water and pests affecting turf with the study of business and management. Students select classes from the departments of Environmental Horticulture, Soil and Water Science, Entomology and Plant Pathology. Graduates of this program receive salaries that are among the highest within the horticultural industry. Career opportunities include work with golf courses, athletic fields, lawn care companies, parks, agricultural industries, theme parks, botanical gardens, environmental consulting firms, sod farms and governmental agencies, as well as preparation for graduate school. See Page 67 (Environmental Horticulture) for a complete description of the Pensacola State College Associate in Arts degree program designed to meet all of the admission requirements for the Golf and Sports Turf Management degree program at the University of Florida, Milton Campus.

## ADMISSION TO UNIVERSITY OF FLORIDA, MILTON CAMPUS

Admission to the University of Florida programs requires an AA (Associate in Arts degree). Any AA degree will be accepted by UF, as long as students met the proper prerequisites for their desired program at the University of Florida. Students first enroll in Pensacola State College and complete an AA degree that includes the prerequisites specific to their program of interest (Pages 67 or 71). Once the AA is completed, students are eligible to apply for admission to the University of Florida. The University of Florida faculty and staff reside in the local area and deliver this seamless four-year transfer degree program along with other state-wide faculty with expertise in a broad range of subjects. The UF programs, faculty, and staff on the Milton Campus are all part of the West Florida Research and Education Center, The Institute of Food and Agricultural Sciences, and the College of Agriculture and Life Sciences. Students admitted to a UF program on the Milton Campus are members of the University of Florida student body and their diploma is conferred by the University of Florida.

Students are highly encouraged to seek counseling and instruction from the University of Florida Academic Recruiter on the Milton Campus in order to facilitate a smooth transition from Pensacola State College to UF.

### For further information contact:

Academic Program Recruiter  
University of Florida, Milton Campus  
Building 4900 – Natural Resource Studies Building  
Pensacola State College Campus, Milton, Florida  
(850) 983.5216 x109  
Website: [www.MiltonGators.com](http://www.MiltonGators.com)  
[www.facebook.com/UFmiltongators](http://www.facebook.com/UFmiltongators)

## SCHOLARSHIPS

Scholarship opportunities are available for Pensacola State College students enrolled in these programs while attending Pensacola State College via the 2+2 Scholarship for High School Students. For more information on this scholarship opportunity, please contact Dr. Anthea Amos (850).484.4463.

After admission to the University of Florida, additional scholarships are available from the West Florida Research and Education Center, the College of Agricultural and Life Sciences, and the department of the student's major at UF. Please contact (850) 983.5216 for more information.

# CAREER AND TECHNICAL PROGRAMS

## ASSOCIATE OF APPLIED SCIENCE (AAS) AND ASSOCIATE OF SCIENCE (AS) DEGREES

The Associate of Applied Science and Associate of Science degrees are designed to prepare students for immediate entry or advancement into employment requiring specialized skills. The programs consist of at least sixty (60) credits in two basic areas. One area will be specialized courses in the career area, and the second will be general education courses. General Education courses are designed to help you become a well-rounded individual capable of thinking and acting as a mature, educated, and enlightened citizen. These courses will also enhance the employment potential since they will broaden your knowledge.

When you follow an Associate of Applied Science or Associate of Science degree, you are not necessarily preparing yourself for transfer to a university. Earning one of the degrees should prepare you for a career that requires study beyond high school but does not require a four year degree. Should you decide to attend a university, you may be required to do additional work at the freshman or sophomore level. Two Associate of Science degrees presently have statewide articulation agreements which provide for the articulation of Associate of Science degrees to baccalaureate degrees. They are the Business Administration and Hospitality and Tourism Management degrees. You are encouraged to discuss career plans and seek advising assistance from a program contact or department head identified for each program.

### AAS AND AS GRADUATION REQUIREMENTS:

1. Earn at least a cumulative grade point average of 2.0 ("C") or better in all work completed at Pensacola State College. If any work has been attempted at any other institution of higher education, the grades earned at the other institution(s) combined with those grades earned at Pensacola State College must also result in a minimum cumulative grade point average of 2.0.
2. Earn a cumulative grade point average of 2.0 ("C") in general education courses used for the degree.
3. Complete a minimum of 25% of the credit hours of the program in residence at Pensacola State College immediately prior to graduation.

### ASSOCIATE OF APPLIED SCIENCE

Accounting Technology	Electronics Engineering Technology	Mechanical Design & Fabrication
Building Construction Technology	Emergency Medical Services	Medical Office Administration
Business Administration	Graphic Design Technology	Office Administration
Civil Engineering Technology	Health Information Management	Photographic Technology
Computer Information Technology	Health Services Management	Physical Therapist Assistant
Criminal Justice Technology	Hospitality and Tourism Management	Radiography
Culinary Management	Industrial Management Technology	Simulation and Game Design
Dental Hygiene	Internet Services Technology	Sonography
Drafting and Design Technology	Landscape and Horticulture Management	

### ASSOCIATE OF SCIENCE

Business Administration	Information Technology Security	Simulation and Game Design
Computer Programming and Analysis	Paralegal Studies (Legal Assisting)	Veterinary Technology
Early Childhood Education	Nursing (Associate Degree) R.N.	
Hospitality and Tourism Management	Recreation Technology	

## TECHNICAL OR COLLEGE CREDIT CERTIFICATE (CT) PROGRAMS

The Technical Credit Certificate programs prepare a student for immediate employment into a career in the workforce. College Credit Certificate programs require prescribed technical courses. For students who meet degree-seeking requirements, college credit hours earned in a Technical Certificate program are applicable towards a related Associate of Applied Science or Associate of Science degree.

### TECHNICAL OR COLLEGE CREDIT CERTIFICATES

Accounting Technology Management	Early Childhood Intervention	Mechanical Designer & Programmer
AutoCAD Foundations	Electronics Aide	Medical Information Coder/Biller
Building Construction Specialist	Event Planning Management	Network Communications (LAN)
Cable Technician	Florida Child Care Professional Credential (FCCPC)	Office Management
CNC Machinist	Food and Beverages Management	Paramedic
Computer Programming	Guest Services Specialist	Rooms Division Management
Computerized Woodworking	Infant/Toddler Specialization	Web Development Specialist
Crime Scene Technician	Landscape & Horticulture Technician	Wireless Communications
Culinary Arts	Landscape & Horticulture Professional	
Drafting	Landscape & Horticulture Specialist	
Early Childhood Teacher (Pre-K)		

## CAREER AND TECHNICAL OR TECHNICAL CREDIT CERTIFICATE (VC) PROGRAMS

The Career and Technical Vocational Credit Certificate programs prepare students for careers directly into the workforce. The programs require prescribed vocational credit courses, and students are required to demonstrate or achieve a specified level of competence in basic skills as evidenced by minimum scores on the Test of Adult Basic Skills (TABE) before graduation.

### CERTIFICATE/DIPLOMA GRADUATION REQUIREMENTS:

1. Have a cumulative grade point average of 2.0 or better in all courses applicable to the program of study from which the student wishes to graduate.
2. Achieve appropriate minimum skill levels on the Test of Adult Basic Education (TABE) for vocational certificates with 15 vocational credits or more and Applied Technical Diploma. Students pursuing a certificate may be exempted from the TABE requirement based on prior attainment of an associate in arts or higher degree.
3. Meet academic residence requirement of completing the last 25 percent of the program with classes at Pensacola State College.

### CAREER AND TECHNICAL OR TECHNICAL CREDIT (VC)

Advanced Esthetics	Facials Specialty	Phlebotomy
Barbering	Health Unit Coordinator	Plumbing Technology
Carpentry	Heating, Ventilation and Air Conditioning	Practical Nursing
Cosmetology	Massage Therapy	Public Safety Telecommunicator
EKG Technician	Medical Assisting	Surgical Technology
EKG Aide	Nails Specialty	Electricity
Nursing Assistant		

### APPLIED TECHNICAL DIPLOMA (A.T.D.) PROGRAMS

The Applied Technical Diploma program prepares students for immediate entry into a career in the workforce. The program requires prescribed technical courses. For students who meet degree seeking requirements college credit hours earned in an Applied Technical Diploma program are applicable towards a related Associate in Applied Science Degree or an Associate in Science Degree. The Applied Technical Diploma does not contain a separate general education component, but students are required to demonstrate or achieve a specified level of competence in basic skills as evidenced by minimum scores on the Test of Adult Basic Skills (TABE) before graduation.

### APPLIED TECHNICAL DIPLOMAS

Emergency Medical Technician	Medical Records Transcribing	Pharmacy Technician Program
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# CAREER AND TECHNICAL PROGRAMS

## ACCOUNTING PROGRAMS

Accounting Technology, AAS.....	85
Accounting Technology Management, Technical Certificate.....	85

## BUILDING CONSTRUCTION PROGRAMS

Building Construction Technology, AAS .....	85
Building Construction Specialist, Technical Certificate.....	86
Carpentry, Career and Technical Certificate .....	86
Electricity, Career and Technical Certificate .....	86
Heating, Ventilation and Air Conditioning, Career and Technical Certificate.....	86
Plumbing Technology, Career and Technical Certificate .....	87

## BUSINESS PROGRAM

ABusiness Administration, AS.....	87
Business Administration, AAS.....	87
with emphases in:	
Entrepreneurship/Small Business Management	
Management and Marketing	
Microcomputer Systems	

## CIVIL ENGINEERING PROGRAM

Civil Engineering Technology, AAS .....	88
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## COMPUTER PROGRAMMING PROGRAMS

Computer Programming and Analysis, AS.....	88
Simulation and Game Design, AS.....	88
Simulation and Game Design AAS .....	89
Computer Programming, Technical Certificate .....	89

## COSMETOLOGY PROGRAMS

Advanced Esthetics, Careers and Technical Certificate .....	89
Barbering, Career and Technical Certificate .....	89
Cosmetology, Career and Technical Certificate.....	90
Facials Specialty, Career and Technical Certificate.....	90
Nails Specialty, Career and Technical Certificate.....	90

## CRIMINAL JUSTICE PROGRAM

Criminal Justice Technology, AAS.....	90
Crime Scene Technician .....	91

## CULINARY PROGRAM

Culinary Management, AAS.....	91
Culinary Arts, Technical Certificate.....	92

## DENTAL PROGRAMS

Dental Hygiene, AAS .....	92
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## DRAFTING PROGRAMS

Drafting and Design Technology, AAS .....	93
AutoCAD Foundations, Technical Certificate .....	93
Drafting, Technical Certificate.....	93

## EDUCATION PROGRAMS

Early Childhood Education, AS .....	94
Florida Child Care Professional Credential (FCCPC).....	94
Early Childhood Teacher (Pre-K), Technical Certificate.....	94
Early Childhood Intervention, Technical Certificate .....	94
Infant/Toddler Specialization, Technical Certificate .....	94

## EKG TECHNICIAN

EKG Technical, Vocational Certificate .....	95
EKG Aide, Vocational Certificate.....	95

## ELECTRONICS ENGINEERING PROGRAM

Electronics Engineering Technology, AAS.....	95
with emphases in:	
Biomedical	
Cisco Certified Network Associate	
Computer Technician	
General	
Electronics Aide, Technical Certificate .....	96

## EMERGENCY MEDICAL PROGRAMS

Emergency Medical Services, AAS.....	96
Emergency Medical Technician, A.T.D. ....	96
Paramedic, Technical Certificate .....	97
Public Safety Telecommunicator, Technical Certificate .....	97

## GRAPHIC DESIGN PROGRAM

Graphic Design Technology, AAS .....	97
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## HEALTH INFORMATION PROGRAMS

Health Information Management, AAS .....	98
Medical Information Coder/Biller, Technical Certificate.....	98

## HEALTH UNIT COORDINATOR PROGRAM

Health Unit Coordinator, Career and Technical Certificate.....	99
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## HOSPITALITY PROGRAMS

Hospitality and Tourism Management, AS .....	99
Hospitality and Tourism Management, AAS .....	99
Event Planning Management, Technical Certificate .....	100
Food & Beverages Management, Technical Certificate .....	100
Guest Services Specialist, Technical Certificate.....	100
Rooms Division Management, Technical Certificate .....	100

## INDUSTRIAL MANAGEMENT PROGRAM

Industrial Management Technology, AAS.....	101
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## INFORMATION TECHNOLOGY PROGRAMS

Information Technology (IT) Security A.S.....	101
Computer Information Technology, AAS .....	101
with emphases in:	
Computer Technician	
Systems Administrator	
Network Administration	
Security Administrator	
Telecommunications	

Cable Technician, Certificate.....	102
Network Communications (LAN), Technical Certificate.....	102
Wireless Communications, Technical Certificate .....	102

## INTERNET SERVICES PROGRAMS

Internet Services Technology, AAS.....	102
Web Development Specialist, Technical Certificate .....	103

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**GENERAL EDUCATION REQUIREMENTS****MINIMUM GRADES**

AAS and AS students must maintain an overall average GPA of 2.00 or higher in all general education courses required by that degree program. Some individual programs require a minimum “C” grade in specific general education courses as well. Grades in other courses cannot be used to offset a general education GPA of less than 2.00.

**NON-TRADITIONAL CREDITS**

AAS and AS students may not earn more than 9 of their general education course credits through non-traditional means. Non-traditional credits include: credits earned through CLEP, departmental exemption exams, or PLA, and all other credits described under “Non-Traditional Credits” in the Academic Policies section of this catalog.

**COURSE REQUIREMENTS**

AAS and AS students must complete a minimum of FIFTEEN (15) GENERAL EDUCATION CREDITS AND MEET ORAL COMMUNICATION AND COMPUTER COMPETENCY REQUIREMENTS. Each AAS and AS degree program identifies how oral communications and computer competencies are met in existing courses through the district syllabus or designated courses that are approved to meet these competencies. The general education credits for the AAS and AS degree must be distributed as listed below. Some programs require more than 15 general education credits.

- I. COMMUNICATIONS .....3 cc
- II. HUMANITIES/FINE ARTS .....3 cc
- III. SOCIAL/BEHAVIORAL SCIENCES .....3 cc
- IV. NATURAL SCIENCES/MATHEMATICS .....3 cc
- V. GENERAL (may be selected from any category  
or a course recommended by the department  
and approved by the curriculum committee) .....3 cc

# GENERAL EDUCATION COURSE REQUIREMENTS

## I. COMMUNICATIONS

ENC	1101	English Composition I.....	3 cc
LIN	1670C	Traditional English Grammar and Composition (AAS Only).....	3 cc

## II. HUMANITIES/FINE ARTS

(ENC 1101 and ENC 1102 are prerequisites for all Literature Courses)

AML	2010	American Literature to 1870 .....	3 cc
AML	2020	American Literature from 1870.....	3 cc
AML	2600	Introduction to African American Literature .....	3 cc
ARH	1050	Art History I.....	3 cc
ARH	1051	Art History II .....	3 cc
ARH	1002	Art for Non-Majors.....	3 cc
ARH	2000	Humanities Art .....	3 cc
CHI	1121	Beginning Chinese II .....	4 cc
CLT	1500	Classical Mythology.....	3 cc
ENL	2012	English Literature to 1800 .....	3 cc
ENL	2022	English Literature from 1800.....	3 cc
FRE	1121	Beginning French II.....	4 cc
GER	1121	Beginning German II.....	4 cc
HUM	2210	Humanities in the Ancient World .....	3 cc
HUM	2230	Humanities in the Modern World.....	3 cc
HUM	2454	African American Humanities .....	3 cc
HUM	2740	Humanities Travel .....	3 cc
LAT	1121	Beginning Latin II .....	4 cc
LIT	2090	Contemporary Literature .....	3 cc
LIT	2110	World Literature to 1650 .....	3 cc
LIT	2120	World Literature from 1650 .....	3 cc
MUH	2011	Music Appreciation .....	3 cc
MUH	2110	Introduction to Music History .....	3 cc
PHI	2010	Introduction to Philosophy .....	3 cc
PHI	2070	Introduction to Eastern Philosophy .....	3 cc
PHI	2100	Logic.....	3 cc
PHI	2600	Ethics .....	3 cc
PHI	2701	Introduction to the Philosophy of World Religions .....	3 cc
PHM	2122	Philosophy of Feminism.....	3 cc
SPN	1121	Beginning Spanish II .....	4 cc
THE	2000	Theatre Appreciation.....	3 cc

## III. SOCIAL/BEHAVIORAL SCIENCES

AMH	2010	American History to 1877.....	3 cc
AMH	2020	American History from 1877 .....	3 cc
AMH	2091	African-American History and Culture.....	3 cc
ANT	2000	Introduction to Anthropology .....	3 cc
ANT	2410	Introduction to Cultural Anthropology.....	3 cc
CCJ	1020	Introduction to Criminal Justice.....	3 cc
DEP	2004	Human Growth and Development .....	3 cc
ECO	2013	Macroeconomics.....	3 cc
EUH	1000	European History to 1700 .....	3 cc
EUH	1001	European History from 1700 .....	3 cc
EUH	2010	A History of Greece and Rome.....	3 cc
GEA	2000	World Regional Geography .....	3 cc
HLP	1081	Concepts of Life Fitness .....	3 cc
HSC	2100	Personal and Community Health.....	3 cc
MMC	2000	Survey of Mass Communication.....	3 cc
POS	2041	American National Government .....	3 cc
PSY	2012	General Psychology .....	3 cc
SLS	1101	College Success .....	3 cc
SYG	2000	Introduction to Sociology .....	3 cc
SYG	2010	Social Problems .....	3 cc

## IV. NATURAL SCIENCES/MATHEMATICS

AST	1002	Descriptive Astronomy .....	3 cc
AST	1002	Descriptive Astronomy and AST 1002L .....	4 cc
BOT	1010	General Botany and BOT 1010L.....	4 cc
BSC	1005	Biological Principles for Non-Majors.....	3 cc
BSC	1005	Biological Principles for Non-Majors and BSC 1005L .....	4 cc
BSC	2010	Integrated Principles of Biology and BSC 2010L .....	4 cc
CHM	1025	Introduction to College Chemistry .....	3 cc
CHM	1025	Introduction to College Chemistry and CHM 1025L.....	4 cc
CHM	1045	General Chemistry I and CHM 1045L.....	4 cc
CHM	1045C	General Chemistry I.....	3 cc
CHM	1046	General Chemistry II and CHM 1046L .....	4 cc
ESC	1000	Earth Science .....	3 cc
GLY	1010	Physical Geology and GLY 1010L.....	4 cc
HUN	1201	Elements of Nutrition .....	3 cc
HUN	1201	Elements of Nutrition and HUN 1201L.....	4 cc
MAC	1105	College Algebra .....	3 cc
MAC	1114	Plane Trigonometry .....	3 cc
MAC	1140	Precalculus Algebra .....	3 cc
MAC	1147	Precalculus Algebra/Trigonometry .....	4 cc
MAT	1033	Intermediate Algebra (AAS only).....	3 cc
MET	1010	Introduction to Meteorology .....	3 cc
MGF	1106	Mathematics for Liberal Arts I .....	3 cc
MGF	1107	Mathematics for Liberal Arts II.....	3 cc
MTB	1310	Applied Mathematics (AAS only).....	3 cc
OCB	2000	Marine Biology and OCB 2000L .....	4 cc
OCE	1001	Oceanography .....	3 cc
OCE	1001	Oceanography and OCE 1001L.....	4 cc
PCB	2030	Introduction to Environmental Science.....	3 cc
PHY	1053	General Physics I and PHY 1053L.....	4 cc
PHY	1054	General Physics II and PHY 1054L .....	4 cc
PHY	2048	Physics I with Calculus and PHY 2048L.....	5 cc
PHY	2049	Physics II with Calculus and PHY 2049L.....	5 cc
PSC	1351	Physical Science Survey .....	3 cc
ZOO	1010	General Zoology and ZOO 1010L .....	4 cc
_____	_____	Any 2000 Level Math Course .....	3 cc

## V. GENERAL

SLS	1353	Generations at Work.....	3 cc
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**OR** Selection may be from categories I–IV or a course recommended by the department and approved by the Curriculum Committee.

### Graduation Requirements of Oral Communications and Computer Skills.

**Each AAS and AS degree program either has an identified course to meet oral communication and computer competency or may designate courses that are approved to meet these requirements. The courses that will satisfy this requirement are listed below:**

### Computer Competence Requirement

_____	_____	Any course with the prefix of CGS, CIS, CTS, COP, CEN, CET, or CDA	
GRA	2151C	Computer Graphics I (AAS only).....	3 cc
EME	2040	Introduction to Educational Technology .....	3 cc
LIS	1004	Introduction to Internet Research .....	1 cc
MUS	1360	Music and Computers.....	3 cc
SLS	1122	Computer Skills for Academic Success .....	1 cc

### Oral Communications Requirement

ORI	2000	Introduction to Oral Interpretation .....	3 cc
SLS	1353	Generations at Work.....	3 cc
SPC	1006C	Basic Speaking and Listening Skills .....	1 cc
SPC	2300	Interpersonal Communication .....	3 cc
SPC	1608	Public Speaking .....	3 cc
SPC	1017	Fundamental Communication Concept .....	3 cc

# PROGRAMS OF STUDY

## ACCOUNTING PROGRAMS

**Department Head:** Linda Bloom 484-2504  
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**Program Contact:** Audrey Morrison 484-2507  
amorrison@pensacolastate.edu

We strongly encourage you to contact the Business Department for assistance in planning your program of study.

### ACCOUNTING TECHNOLOGY

*Associate in Applied Science (ACCT-AAS)*

This program is designed to provide the education and skill development to prepare the students for entry-level employment in accounting or bookkeeping or to provide supplemental training for persons previously or currently employed in these areas. The knowledge and training acquired in this program can also be applied to many other managerial or supervisory positions in business and government. Students should consult a business advisor when choosing electives.

Foundation Course		Credits
ACG 2001	Accounting I.....	3
ACG 2011**	Accounting II.....	3
CGS 1570+	Computer Concepts and Applications (Category V) .....	3
GEB 1011	Introduction to Business .....	3
_____*	Communications (Category I) .....	3
_____*	Mathematics (Category IV) .....	3
_____*	Humanities/Fine Arts (Category II) .....	3

### Intermediate Courses

CGS 2510**	Spreadsheet .....	3
COM 2100**+	Business Communications.....	3
ACO 1806**	Payroll Accounting .....	3
OST 1146	Basic Keyboarding.....	1
ECO 2013	Macroeconomics (Category III) .....	3
BUL 2241	Business Law .....	3
FIN 2100	Personal Finance and Money Management.....	3
MAN 2021	Principles of Management.....	3
GEB 2430	Business Ethics .....	3
MNA 1161	Customer Service.....	3

### Advanced Courses

ACG 2071**	Introduction to Managerial Accounting.....	3
ACG 2002**	Computerized Accounting .....	3
APA 2147	Accounting Software Applications .....	3
TAX 2000**	Income Tax Procedures .....	3
ACO 2943	Accounting Internship or .....	
ACG 2949	Accounting Co-op or .....	
GEB 2112	Entrepreneurship .....	3

**Total Program Credits** 64

"B" average required on all accounting courses.

### ACCOUNTING TECHNOLOGY MANAGEMENT

*Technical Certificate (ACCTG-CT)*

This program is designed to provide accounting coursework over a two-year span leading to a certificate in Accounting.

Foundation Course		Credits
ACG 2001	Accounting I.....	3
ACG 2011**	Accounting II .....	3
CGS 1570	Computer Concepts and Applications.....	3

### Intermediate Courses

ACO 1806**	Payroll Accounting .....	3
APA 2147	Accounting Software Applications .....	3

### Advanced Courses

TAX 2000**	Income Tax Procedures .....	3
_____+	Accounting Electives .....	9

**Total Program Credits** 27

+ Electives: any course with one of the following prefixes: ACG, ACO, FIN and TAX.

## BUILDING CONSTRUCTION PROGRAMS

**Department Head:** Sue Halfhill 484-2522  
shalphill@pensacolastate.edu  
**Program Contact:** Tim Bone 484-2164  
tbone@pensacolastate.edu

We strongly encourage you to contact the Engineering Technology Department for assistance in planning your program of study.

### BUILDING CONSTRUCTION TECHNOLOGY

*Associate in Applied Science (BLDG-AAS)*

This program is designed to acquaint the student with terminology, methods, procedures, materials, sequences of operation, and types of building construction. Although not intended as a transfer program, many credits may transfer to upper level programs in Engineering Technology. Additional general education course work will be required for transferees.

Foundation Course		Credits
_____*	Communications (Category I).....	3
_____*	Humanities/Fine Arts (Category II) .....	3
_____*	Social/Behavioral Sciences (Category III) .....	3
MAT 1033	Intermediate Algebra (Category IV).....	3
_____*	General (Category V).....	3
BCN 1001	Building Construction .....	3
CGS 1570+	Computer Concepts and Applications.....	3
EGS 1111	Engineering Graphics .....	3

### Intermediate Courses

ETC 1250	Properties of Materials .....	3
ETD 2340**	Computer Drafting .....	3
CGS 2122**	Engineering Technical Spreadsheets .....	3
BCT 2706**	Construction Documents.....	3
BCN 2440**	Concrete Construction.....	3
_____	Electives .....	6

### Advanced Courses

BCT 2770**	Construction Estimating .....	3
SUR 1100C**	Construction Surveying .....	4
BCN 2721**	Construction Management.....	3
BCT 2760**	Building Codes.....	3
BCN 2405**+	Construction Mechanics .....	3
ETD 1395**	Architectural Drafting .....	3

**Total Program Credits** 64

\* See General Education Course Requirements page for options.

\*\* The course has pre- or co-requisites; check Course Description Section.

† Meets Computer Competence Requirement

†† Meets Oral Communications Requirement

## BUILDING CONSTRUCTION SPECIALIST

Technical Certificate

(BLDG-CT)

This certificate is designed to prepare individuals for entry-level positions working for architects, engineers, contractors and building officials. Students will gain knowledge of estimating, scheduling, and general construction processes and procedures.

Foundation Course		Credits
BCN 1001	Building Construction.....	3
Intermediate Courses		
ETC 1250	Properties of Materials .....	3
Advanced Courses		
BCT 2770**	Construction Estimating.....	3
BCN 2721**	Construction Management .....	3
_____+	Electives .....	6
<b>Total Program Credits</b>		<b>18</b>

### + Electives: (Choose 2 for 6 credits)

BCT 2706**	Construction Documents .....	3
BCN 2440**	Concrete Construction .....	3
BCT 2760**	Building Codes .....	3
SUR 1100C**	Construction Surveying .....	4
BCN 2948	Building Construction Co-op .....	2
BCN 2949	Building Construction Co-op .....	3

## CARPENTRY

Career and Technical Certificate

(CARP-VC)

<b>Department Head:</b>	<b>Sue Halfhill</b>	<b>484-2522</b>
	<b>shalphill@pensacolastate.edu</b>	
<b>Program Contact:</b>	<b>Anthony Harris</b>	<b>484-1679</b>
	<b>aharris@pensacolastate.edu</b>	

This three semester program will prepare you for a career in the carpentry trade by focusing on broad, transferable skills that stress both theory and hands on training. Carpenters make up the largest building trades occupation in the industry and those with all-around skills are in high demand. Carpenters are involved in many different kinds of construction activities, from building highways and bridges to installing kitchen cabinets. Carpenters construct, erect, install, and repair structures and fixtures made from wood and other materials. This program teaches essential carpentry skills and offers on-the-job training, which can help you build on your proficiency and future earnings potential and the opportunity to be your own boss. This four-level curriculum covers content leading to certification by the National Center for Construction Education and Research (NCCER). Basic entry-level skills in math, reading, and language must be attained in order to complete this program. Students wishing to enter this program of study should be advised by the instructor or program manager prior to enrollment in these courses.

Foundation Course		Credits
BCV 0003C	Introductory Craft Skills .....	5
BCV 0117C	Introduction to Carpentry .....	8
Intermediate Courses		
BCV 0120C	Carpentry Framing & Finishing .....	7
BCV 0121C	Rigging and Concrete .....	6
Advanced Courses		
BCV 0123C	Foundations and Forms.....	7
BCV 0124C	Advanced Carpentry .....	7
<b>Total Program Credits</b>		<b>40</b>

## ELECTRICITY

Career and Technical Certificate

(ELECT-VC)

<b>Department Head:</b>	<b>Sue Halfhill</b>	<b>484-2522</b>
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<b>Program Contact:</b>	<b>Anthony Harris</b>	<b>484-1679</b>
	<b>aharris@pensacolastate.edu</b>	

This program offers entry level electrical skills required by the construction industry. Electricians install electrical systems in structures; they install wiring and other electrical components, such as circuit breaker panels, switches, and light fixtures, and they follow blueprints, the National Electrical Code® and state and local codes. Completers of this program earn a Florida Vocational Certificate in Electricity. The program is also nationally certified by The National Center for Construction Education and Research (NCCER).

Courses in this 1200 hour program offer a combination of theory and hands-on training. Among the topics covered are: DC/AC theories; proper selection and use of power and hand tools used in the trade; use of blueprints; National Electrical Code (NEC); wiring techniques; and electrical maintenance procedures. Training experience will consist of "hands-on" situations in the lab and through actual construction projects with the emphasis placed on safety in the lab and on the project site. Basic entry-level skills in math, reading, and language must be attained in order to complete this program. Students wishing to enter this program of study should be advised by the instructor or program manager prior to enrollment in these courses.

		Credits
BCV 0003C	Introductory Craft Skills .....	5
BCV 0670C	Introduction to Electricity Level 1 .....	4
BCV 0671C	Intermediate Electricity Level 1 .....	4
BCV 0672C	Introduction to Electricity Level 2 .....	6
BCV 0673C	Intermediate Electricity Level 2 .....	4
BCV 0674C	Introduction to Electricity Level 3 .....	4
BCV 0675C	Intermediate Electricity Level 3 .....	4
BCV 0676C	Introduction to Electricity Level 4.....	5
BCV 0677C	Intermediate Electricity Level 4 .....	4
<b>Total Program Credits</b>		<b>40</b>

## HEATING, VENTILATION AND AIR CONDITIONING

Career and Technical Certificate

(HVAC-VC)

<b>Department Head:</b>	<b>Sue Halfhill</b>	<b>484-2522</b>
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<b>Program Contact:</b>	<b>Anthony Harris</b>	<b>484-1679</b>
	<b>aharris@pensacolastate.edu</b>	

This program prepares students for entry level employment in the HVAC industry. HVAC is an acronym that stands for heating, ventilation, and air-conditioning. The HVAC industry is made up of skilled professionals, known as HVAC technicians, who install and maintain HVAC systems found in residences, commercial buildings, office buildings, schools, hospitals and retail establishments. Air quality, temperature control, humidity regulation, refrigeration, heating, and other aspects of climate control are all handled by the HVAC systems.

Both theory and hands-on application of skills are emphasized in this program which enables students to obtain Level 1 thru Level 4 NCCER (National Center for Construction Education and Research) certification. The program also demonstrates elements such as planning, management, finance, technical and production skills, the underlying principles of technology, as well as, labor, health, safety, and environmental issues. Basic entry-level skills in math, reading, and language must be attained in order to complete this program.

Both full time (day) and part time (night) programs are available. The full time program is designed to take students one year to complete while the evening part time program will take longer. Students wishing to enter this program of

study should be advised by program personnel as to when introductory courses begin.

### Term I Credits

BCV 0003C Introductory Craft Skills .....	5
ACR 0640C Introduction to HVAC Level 1 .....	5
ACR 0641C Intermediate HVAC Level 1 .....	5

### Term II

ACR 0642C Introduction to HVAC Level 2 .....	5
ACR 0643C Intermediate HVAC Level 2 .....	5
ACR 0644C Introduction to HVAC Level 3 .....	5

### Term III

ACR 0645C Intermediate HVAC Level 3 .....	5
ACR 0646C Introduction to HVAC Level 4 .....	5
ACR 0647C Intermediate HVAC Level 4 .....	5

**Total Program Credits** ..... 45

## PLUMBING TECHNOLOGY

*Career and Technical Certificate (PLUMB-VC)*

**Department Head:** Sue Halfhill 484-2522  
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**Program Contact:** Anthony Harris 484-1679  
aharris@pensacolastate.edu

This program prepares students for employment or advanced training in a variety of pipe occupations by focusing on broad, transferable skills, and stressing the understanding of all aspects of the pipe trade industry. The program demonstrates elements such as planning, management, finance, technical and production skills, the underlying principles of technology, as well as, labor, health, safety, and environmental issues.

Basic entry-level skills in math, reading, and language must be attained in order to complete this program. Students wishing to enter this program of study should be advised by the instructor or program manager prior to enrollment in these courses.

### Term I Credits

BCV 0500C Introduction to Plumbing.....	4
BCV 0510C Introduction to Pipefitting .....	4
BCV 0504C Plans, Blueprints and Isometric Drawing.....	4

### Term II

BCV 0523C Fixtures, Valves and Faucets .....	4
BCV 0571C Drain, Waste and Venting .....	4
BCV 0570C Water Supply/Potable Water Systems.....	4

### Term III

BCV 0580C Storm Drains, Interceptors .....	4
BCV 0450C Plumbing Repairs .....	4

**Total Program Credits** ..... 32

## BUSINESS PROGRAMS

**Department Head:** Linda Bloom 484-2504  
lbloom@pensacolastate.edu

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skey@pensacolastate.edu

We strongly encourage you to contact the Business Department for assistance in planning your program of study.

### BUSINESS ADMINISTRATION

*Associate of Science (BUS-AS)*

This program is designed to provide a foundation in business and to prepare students to seek employment in various business fields. The program has a statewide articulation from the associate in science to

a baccalaureate degree in Business Administration and Management or Business: General. At the upper level the student will be required to complete 12 credit hours of general education and 48 credit hours as determined by the University. The articulation may be found in the Statewide Articulation Manual.

### Foundation Courses Credits

ACG 2001	Accounting I.....	3
ENC 1101	English Composition I (Category I).....	3
GEB 1011	Introduction to Business .....	3
OST 1146	Basic Keyboarding .....	1
MAC 1105	College Algebra (Category IV) .....	3
CGS 1570+	Computer Concepts and Applications.....	3
_____*	Humanities/Fine Arts (Category II).....	3
SPC 1608++	Public Speaking.....	3

### Intermediate Courses

ECO 2013	Macroeconomics (Category III) .....	3
ACG 2011**	Accounting II .....	3
ENC 1102**	English Composition II (Category V) .....	3
MAR 2011	Marketing.....	3
BUL 2241	Business Law.....	3
CGS 2510	Spreadsheet.....	3
MAN 2021	Principles of Management.....	3
GEB 2139	E-Business Management .....	3
GEB 2430	Business Ethics .....	3
MNA 1161	Customer Service or Human Resource Management.....	3

### Advanced Courses

MAC 2233**	Calculus with Business Applications.....	3
ACG 2071**	Introduction to Managerial Accounting.....	3
STA 2023**	Elementary Statistics .....	3
ECO 2023	Microeconomics .....	3

**Total Program Credits** ..... 64

## BUSINESS ADMINISTRATION

*Associate in Applied Science (BUS-AAS, MICR-AAS, ENTR-AAS)*

This program is designed to provide students with a broad foundation in all areas of business. Completion of this curriculum will prepare students to seek employment in various business fields. Students may choose from several areas of emphasis.

### Foundation Courses Credits

ACG 2001	Accounting I.....	3
_____*	Communications (Category I) .....	3
GEB 1011	Introduction to Business .....	3
OST 1146	Basic Keyboarding .....	1
_____	Natural Sciences/ Mathematics (Category IV) .....	3
_____*	Humanities/Fine Arts (Category II).....	3
CGS 1570+	Computer Concepts and Applications (Category V) .....	3

### Intermediate Courses

BUL 2241	Business Law.....	3
ACG 2011**	Accounting II .....	3
MAN 2021	Principles of Management.....	3
FIN 2100	Personal Finance and Money Management.....	3
MAR 2011	Marketing.....	3
COM 2100**+	Business Communications .....	3
GEB 2430	Business Ethics .....	3
ECO 2013	Macroeconomics (Category III) .....	3
MNA 1300	Human Resource Management or Human Relations.....	3

### Advanced Courses

CGS 2510	Spreadsheet .....	3
GEB 2139	E-Business Management .....	3
_____+	Emphasis Courses.....	12

**Total Program Credits** ..... 64

\* See General Education Course Requirements page for options.

\*\* The course has pre- or co-requisites; check Course Description Section.

† Meets Computer Competence Requirement

†† Meets Oral Communications Requirement

### +EMPHASIS COURSES:

*Entrepreneurship/Small Business Management (ENTR-AAS)*

#### Choose any four courses (total of 12 credits):

GEB 2112	Entrepreneurship/Small Business Management .....	3
ACO 1806	Payroll Accounting .....	3
MNA 1161	Customer Service .....	3
SLS 1353	Generations at Work .....	3
MNA 1300	Human Resource Management or .....	
MNA 2100	Human Relations .....	3
<i>Management And Marketing Emphasis (BUS-AAS)</i>		

#### Choose any four courses (total of 12 credits):

SLS 1353	Generations at Work .....	3
GEB 2112	Entrepreneurship .....	3
MKA 2511	Advertising .....	3
MNA 1161	Customer Service .....	3
MNA 1300	Human Resource Management or .....	
MNA 2100	Human Relations .....	3
<i>Microcomputer Systems Emphasis (MICR-AAS)</i>		
OST 1713**	Word Processing I .....	3
OST 1821	Business Applications for Desktop Publishing .....	3
CTS 2104**	Windows .....	3
CGS 1584	PowerPoint Presentations .....	3

## CIVIL ENGINEERING PROGRAM

**Department Head:** Sue Halfhill 484-2522  
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**Program Contact:** Tim Bone 484-2164  
tbone@pensacolastate.edu

We strongly encourage you to contact the Engineering Technology Department for assistance in planning your program of study.

### CIVIL ENGINEERING TECHNOLOGY

*Associate in Applied Science (CIVL-AAS)*

This program is designed to prepare individuals for employment in civil engineering areas such as road department, paving contractor, landscaper, surveyor, geologist, or a cartographer. Although not designed as a transfer degree, many courses may transfer to upper level programs in Engineering Technology. Additional general education course work will be required for transferees.

#### Foundation Courses Credits

_____*	Communications (Category I) .....	3
_____*	Humanities/Fine Arts (Category II) .....	3
_____*	Social/Behavioral Sciences (Category III) .....	3
BCN 1001	Building Construction .....	3
CGS 1570+	Computer Concepts and Applications .....	3
EGS 1111	Engineering Graphics .....	3

#### Intermediate Courses

MAC 1105	College Algebra (Category IV) .....	3
ETC 1250	Properties of Materials .....	3
MAC 1114**	Plane Trigonometry .....	3
ETD 2340**	Computer Drafting .....	3
CGS 2122**	Engineering Technical Spreadsheets .....	3
GIS 2040C**	Geographic Information Systems .....	3
BCN 2440**	Concrete Construction .....	3

#### Advanced Courses

BCT 2770**	Construction Estimating .....	3
ETD 1542**	Structural Drafting .....	3
PHY 1053	General Physics I (Category V) .....	3
PHY 1053L	General Physics I Laboratory .....	1
SUR 1100C**	Construction Surveying .....	4
ETD 2550**	Civil 3-D .....	3
ETD 1931	Special Topics in Drafting Design .....	1
ETD 2551**	Civil Engineering Drafting .....	3
BCN 2405**	Construction Mechanics .....	3

**Total Program Credits 63**

## COMPUTER PROGRAMMING PROGRAMS

**Department Head:** Sue Halfhill 484-2522  
shalfhill@pensacolastate.edu

**Program Contact:** Wayne Horn 484-2021  
whorn@pensacolastate.edu

We strongly encourage you to contact the Computer Science Department for assistance in planning your program of study.

### COMPUTER PROGRAMMING AND ANALYSIS

*Associate in Science*

*(CPROG-AS)*

The Computer Programming and Analysis degree is available in two areas: Computer Programming and Simulation and Game Design. By special agreement with the University of West Florida, students with an AS/AAS Degree can continue their studies in a Bachelor of Arts Degree program. If a student plans to do so, electives should be chosen carefully with the help of the department head. UWF will also require certain additional general education course work for transferees holding the AS Degree.

The Computer Programming and Analysis program prepares students for entry-level positions in information technology such as programmer, software specialist and computer operator.

#### Foundation Courses Credits

CGS 1570+	Computer Concepts and Applications .....	3
ACG 2021	Financial Accounting Principles .....	3
ENC 1101	English Composition I (Category I) .....	3
MAC 1105	College Algebra (or higher math) (Category IV) .....	3
_____*	Humanities/Fine Arts (Category II) .....	3
ACG 2071**	Introduction Managerial Accounting .....	3
ECO 2013	Macroeconomics (Category III) .....	3
SLS 1353++	Generations at Work .....	3
_____*	General (Category V) .....	3

#### Intermediate Courses

CGS 1700**	Introduction to Operating Systems .....	3
COP 1510**	Programming Concepts I .....	3
STA 2023**	Elementary Statistics .....	3
CTS 2104**	Windows .....	3
CTS 2433**	Database Development and Management .....	3

#### Advanced Courses

COP 2511**	Programming Concepts II .....	3
COP 2224**	C++ Programming .....	3
COP 2332**	Visual Basic .....	3
_____+	Programming Elective .....	3
_____++	Technical Electives .....	6
_____*	Elective .....	3

**Total Program Credits 63**

+ Programming Electives: Choose any COP course

++ Technical Elective: Choose any CGS or COP course

### SIMULATION AND GAME DESIGN (COMPUTER PROGRAMMING AND ANALYSIS)

*Associate in Science*

*(GAME-AS)*

The Simulation and Game Design program prepares students for entry level positions as programmers specializing in interactive graphics which is widely used in games and instructional/training software. The program includes both technical courses related to computer programming/applications and visual arts courses related to graphics and design.

#### Foundation Courses Credits

CGS 1570	Computer Concepts and Applications .....	3
ENC 1101	English Composition I (Category I) .....	3
MAC 1105	College Algebra (or higher) (Category IV) .....	3
_____*	Oral Communications .....	3
MAC 1140	Precalculus Algebra .....	3
_____*	Social/Behavioral Sciences (Category III) .....	3
_____*	Humanities/Fine Arts (Category II) .....	3
_____*	General (Category V) .....	3



**Intermediate Courses**

COP 1000	Introduction to Game Programming .....	3
CAP 2051	Game Level Design .....	3
CTS 2433	Database Development & Mgt .....	3
CGS 1700	Introduction to Operating Systems .....	3

**Advanced Courses**

COP 2360	C# Programming .....	3
CAP 2050	XBOX Game Programming .....	3
COP 2511	Programming Concepts II .....	3
COP 2224	C++ Programming .....	3
COP 2650	Mobile Application Programming .....	3
_____**	Technical Electives .....	9
_____	Elective .....	3

**Total Program Credits** **63**

\* Choose from SPC 2300 (recommended), SPC 1600, SPC 1006C, SLS 1353 or ORI 2000

\*\* Choose CGS, COP, or CET, ART or GRA courses

## **SIMULATION AND GAME DESIGN (COMPUTER PROGRAMMING AND ANALYSIS)**

*Associate in Applied Science (GAME-AAS)*

The Simulation and Game Design Emphasis prepares students for entry-level positions as programmers specializing in interactive graphics which is widely used in games and instructional/training software. The program includes both technical courses related to computer programming/ applications and visual arts courses related to graphics and design.

**Foundation Courses** **Credits**

CGS 1570+	Computer Concepts and Applications .....	3
ENC 1101	English Composition I (Category I) .....	3
MAC 1105	College Algebra (or higher math) (Category IV) .....	3
_____++	Oral Communication .....	3
GRA 2151C	Computer Graphics I .....	3
_____*	Social/Behavioral Sciences (Category III) .....	3
_____*	Humanities/Fine Arts (Category II) .....	3
_____*	General (Category V) .....	3

**Intermediate Courses**

COP 1000**	Introduction to Game Programming .....	3
GRA 2152C**	Computer Graphics II .....	3
GRA 1140C**	Beginning Multimedia Production .....	3
CGS 1700**	Introduction to Operating Systems .....	3
<b>Advanced Courses</b>		
COP 2360**	C# Programming .....	3
COP 2800**	Java Programming .....	3
CAP 2050**	XBOX Game Programming .....	3
CGS 2822**	Scripting for the Web .....	3
GRA 2158C**	Multimedia 3D .....	3
_____+	Technical Electives .....	9
_____	Elective .....	3

**Total Program Credits** **63**

++ Choose from SPC2300 (recommended), SPC1006C, SPC1017, SPC1608, SLS1353 or ORI2000

+ Technical Electives: Choose any CAP, CGS, COP, CTS, CET, ART or GRA courses or ENC1210.

**COMPUTER PROGRAMMING**

*Technical Certificate (COMP-CT)*

This program prepares students for employment as computer programmer trainee, systems analyst trainee, microcomputer specialist and software application technicians. It also provides supplemental training for persons previously or currently employed in this area. All courses in this program apply to the Computer Programming and Analysis AAS program, Computer Programming Emphasis.

**Foundation Courses** **Credits**

CGS 1570	Computer Concepts and Applications .....	3
MAC 1105	College Algebra .....	3

**Intermediate Courses**

CGS 1700**	Introduction to Operating Systems .....	3
COP 1510**	Programming Concepts I .....	3
CTS 2104**	Windows .....	3
CTS 2433**	Database Development and Management .....	3

**Advanced Courses**

COP 2224**	C++ Programming .....	3
COP 2332**	Visual Basic .....	3
COP 2511**	Programming Concepts II .....	3
_____+	Technical Elective .....	3
_____	Elective .....	3

**Total Program Credits** **33**

+ Any CGS, COP or CTS course.

**COSMETIC ARTS PROGRAMS**

**Department Head:** Roy Bracken 484-1013  
rbracken@pensacolastate.edu

**Program Contact:** Ann Coon 471-4676  
acoon@pensacolastate.edu

Contact the Professional Service Careers Department for assistance in planning your program of study.

**ADVANCED ESTHETICS**

*Career and Technical Certificate (ESTHE-VC)*

**Department Head:** Roy Bracken 484-1013  
rbracken@pensacolastate.edu

**Program Contact:** Sonja McCall-Strehow 484-1642  
smccall-strehlow@pensacolastate.edu

This program is targeted at those who are already working as a registered Facial Skin Care Specialist and is a continuation of the Facials/Skin Care Specialty program. It is designed for Facial Skin Care Specialist/Estheticians needing the advanced skills required for employment within the spa industry, medical offices including dermatologist and plastic surgeons, and the new medi-spa industry. Areas of study include Florida cosmetology law and rules; spa therapies; chemical peels; exfoliates, exfoliation techniques; microdermabrasion equipment; advanced esthetics; advanced European treatments; and esthetics chemistry.

**Required Courses** **Credits**

CSP 0105C	Advanced Skin Care I .....	5
CSP 0106C	Advanced Skin Care II .....	5
CSP 0264C	Facial Treatments .....	5
CSP 0931	Specialty Topics .....	2
CSP 0505	Ethical Business Practices .....	1
CSP 0940L	Internship .....	2

**Total Program Credits** **20**

**BARBERING**

*Career and Technical Certificate (BARB-VC)*

This program is designed to prepare students for licensure and employment as a barber to administer hair designs and hair care. For questions regarding entrance requirements and program application, contact the Professional Service Careers Department (jknudsen@pensacolastate.edu or 484-1641). Evening classes only (Monday–Thursday).

**Term I** **Credits**

COS 0500C	Barber-Styling I .....	6
COS 0510C	Barber-Styling II .....	2
COS 0590	Professional Barber I .....	1

\* See General Education Course Requirements page for options.

\*\* The course has pre- or co-requisites; check Course Description Section.

† Meets Computer Competence Requirement

†† Meets Oral Communications Requirement

**Term II**

COS 0520C	Barber-Styling III.....	6
COS 0530C	Barber-Styling IV.....	2
COS 0591	Professional Barber II.....	1

**Term III**

COS 0540C	Barber-Styling V or	
COS 0946	Barbering Co-op.....	6
COS 0550C	Barber-Styling VI.....	2
COS 0592	Professional Barber III.....	1

**Term IV**

COS 0551C	Barber-Styling VII or	
COS 0946	Barbering Co-op.....	6
COS 0552C	Barber-Styling VIII.....	2
COS 0593	Professional Barber IV.....	1

**Term V**

COS 0594L	Professional Barber V.....	4
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**Total Program Credits** **40**

++ Requires departmental approval.

**COSMETOLOGY**

*Career and Technical Certificate (COSM-VC)*

Cosmetology is a twelve-month, 1200 clock hour program of study designed to -prepare the student for State licensure and employment in the areas of hair, nail and skin care. Classes begin in August, January, and May and are limited to spaces available. For questions regarding entrance requirements and program application, contact the Professional Service Careers Department. Part-time classes available at Milton Campus only.

**Foundation Courses** **Credits**

COS 0001	Introduction to Cosmetology.....	1
COS 0080L	Design Clinic I.....	5
COS 0301	Haircutting.....	1
COS 0401	Hairstyling I.....	2
COS 0600	Permanent Waving/Chemical Relaxing.....	2
CSP 0002	Specialty Services.....	3
COS 0064	Trichology.....	1

**Intermediate Courses**

COS 0081L	Design Clinic II.....	4
COS 0420	Advanced Hairstyling.....	2
COS 0642L	Chemical Reformation Clinic II.....	4
COS 0700	Haircoloring.....	2
COS 0020	Consumer Relations/Salon Management.....	1

**Advanced Courses**

COS 0402	Hairstyling II.....	1
COS 0082L	Design Clinic III.....	4
COS 0643L	Chemical Reformation Clinic III.....	4
COS 0963	State Board Preparation.....	1
CSP 0007L	Specialty Services Clinic II.....	2

**Total Program Credits** **40**

**FACIALS SPECIALTY**

*Career and Technical Certificate (FACE-VC)*

**Department Head:** **Roy Bracken** **484-1013**  
**RBracken@pensacolastate.edu**

**Program Contact:** **Sonja McCall-Strehlow** **484-1642**  
**smccallstrehlow@pensacolastate.edu**

Our Facials/Skin Care Specialist program is a one semester program of study designed to prepare skin-care students for licensure and a career in the esthetics profession.

In an age of specialization, the esthetician plays a crucial role in the cast of our Salons and Day Spas. As a Certified Facials/Skin Care Specialist, your skills as a make-up artist and skin-care technician will serve you well in a world where "pampering" is no longer a luxury enjoyed by the privileged few. Studies will emphasize the

structure and function of the skin and will prepare students to crucially assess and meet the unique needs of each client. The program delivers a strong foundation in the applied and general sciences. Business and career development classes, along with training in Florida laws and regulations, are also offered. The program offers instruction in basic facials, color theory, makeup artistry, body treatments, lash application, brow tinting, and hair removal. Each of our comprehensive programs also covers sanitation procedures, bacteriology, chemistry, electricity such as 8-1 machines, and the use of microdermabrasion. Admission is by application only. Please contact the program coordinator in Building 12 at 484-1642.

<b>Required Courses</b>		<b>Credits</b>
CSP 0005	Introduction to Facials.....	1
CSP 0263	Specialty Services.....	2
CSP 0201	Introduction to Skin Care.....	1
CSP 0300L	Facials/Make-up Clinic.....	3
CSP 0331	Make-up/Salon Management.....	1
CSP 0370	Professional Practices in Esthetics.....	1
CSP 0031	Anatomy & Physiology for Facial Specialty.....	1

**Total Program Credits** **10**

**NAILS SPECIALTY**

*Career and Technical Certificate (NAILS-VC)*

Nails Specialty is a one semester program of study designed to prepare the student for state licensure and employment in the areas of manicuring, pedicuring, and nail extension services. Evening classes only (Monday–Thursday).

<b>Required Course</b>		<b>Credits</b>
CSP 0015C	Nail Technology.....	8

**Total Program Credits** **8**

**CRIMINAL JUSTICE PROGRAMS**

**Department Head:** **Linda Bloom** **484-2504**  
**lbloom@pensacolastate.edu**

**Program Contact:** **Marc Ward** **484-2575**  
**dmward@pensacola.edu**

We strongly encourage you to contact the Business Department for assistance in planning your program of study.

**CRIMINAL JUSTICE TECHNOLOGY**

*Associate in Applied Science (LAW-AAS)*

The Criminal Justice Technology program is open to all students. The program provides an opportunity to prepare for a law enforcement or corrections career. Also currently employed practitioners can increase their knowledge and help develop their professional competence.

Students who have had prior Criminal Justice training may be eligible for articulation if they meet the following criteria:

**CREDIT FOR APPROVED PRIOR TRAINING**

Credit opportunities are available for individuals who have prior training approved by the Florida Criminal Justice Standards or Training Commission and offered by a Florida Certified Center located at a Community College or a Vocational Center. The maximum credit awarded is fifteen credits. Courses from other training centers will be limited to those nationally recognized including the Southern Police Institute, FBI National Academy, and the Drug Enforcement Administration Drug School.

<b>Foundation Courses</b>		<b>Credits</b>
CCJ 1020	Introduction to Criminal Justice.....	3

CJL	1100	Criminal Law .....	3
CJE	1640	Introduction to Criminalistics .....	3
CCJ	2687	Victimology .....	3
	*	Communications (Category I) .....	3
CCJ	1452	Criminal Justice Administration .....	3
HLP	1081	Concepts of Life Fitness .....	3

**Intermediate Courses**

CJL	1130	Rules of Evidence .....	3
SYG	2000	Introduction to Sociology (Category V) .....	3
	*	Natural Sciences/Mathematics (Category IV) .....	3
CJL	2062	Constitutional Law for Criminal Justice .....	3
CJC	2162	Probation and Parole .....	3
	+	Computer Competence Requirement .....	3
CJC	1000	Theory and Practice of Corrections .....	3
CJE	1500	Police Operations .....	3
SPC	1006C++	Basic Speaking and Listening Skills .....	1

**Advanced Courses**

CJJ	2002	Juvenile Justice .....	3
CJE	1600	Criminal Investigation .....	3
PHI	2600*	Ethics (Category II) .....	3
CCJ	2010	Criminology .....	3
	*	Social/Behavioral Sciences (Category III) .....	3
CCJ	2949	Criminal Justice Co-op or Elective .....	3

**Total Program Credits** **64**

**CRIME SCENE TECHNICIAN**

*Technical Certificate (CST-CT)*

Students earning the Crime Scene Technician certificate are eligible to sit for the certification examination offered through the International Association of Identification (IAI). Persons earning IAI Certification can serve in positions including, but not limited to, Crime Scene Technician, Crime Scene Photographer, Fingerprint Classification Specialist, Crime Lab Assistant/Investigator, Latent Print Examiner, and Property and Evidence Staff. While the Crime Scene Technician certificate is a stand-alone program open to all students, this certificate also enhances employment opportunities for students earning the LAW-AA and/or LAW-AAS degree. Entities employing persons with IAI Certification include, but are not limited to, local, state, and federal law enforcement agencies, State Attorneys' Offices, Public Defenders' Offices, Medical Examiners' Offices, law firms and insurance firms.

Crime Scene Investigators are charged with collection, inventory, and documenting evidence found at a crime scene. It is their job to testify in court as to its probative value and link to the defendant or defendants. Anyone with a criminal record would not be hired by any agency based on their liability as a witness, so completing the program is not recommended for anyone with a criminal record:

This is a restricted entry program based upon special requirements needed to work for a Law Enforcement Agency.

- Citizen of the United States.
- High school diploma or GED (transcript required).
- Not discharged from Armed Forces under dishonorable conditions.
- Good moral character and NOT have been convicted of a felony, or any misdemeanor involving lying or perjury.
- Submit to and pass background investigation to include a fingerprint check.

Foundation Course		Credits
CJE 1600	Criminal Investigations .....	3
CJE 1640	Introduction to Criminalistics.....	3
Intermediate Courses		
CJE 2644**	Crime Scene Safety .....	2
CJE 1642**	Advanced Crime Scene.....	3
CJE 1673**	Crime Scene Photography I.....	3
CJE 2686	Forensic Cyber Investigation.....	3
CJE 2676**	Biological Evidence.....	2
CJL 1130	Rules of Evidence .....	3

**Advanced Courses**

CJE	1772**	Crime Scene Photography II .....	3
CJE	2671**	Latent Fingerprint Development .....	3
<b>Total Program Credits</b>			<b>28</b>

**CULINARY PROGRAMS**

**Department Head:** Roy Bracken **484-1013**  
rbracken@pensacolastate.edu

**Program Contact:** Vacant

Contact the Professional Service Careers Department for assistance in planning your program of study.

**CULINARY MANAGEMENT**

*Associate in Applied Science (CHEF-AAS)*

This program in Culinary Management is designed to prepare individuals for careers in the many widely varied areas of the culinary industry. The Culinary Management program provides the student with a unique combination of comprehensive theoretical knowledge and hands-on training. The program is carefully structured to meet the requirements of American Culinary Federation Education Foundation Accrediting Commission. Students will master the fundamentals of culinary production in an environment that builds teamwork while gaining practical individualized experience.

Students may receive dual credits toward Diploma and/or professional certificates with appropriate courses in the program.

Because of limited lab resources, enrollment for FSS 1220C and FSS 1063C is limited to Culinary students unless prior approval from the program coordinator is obtained. Preferences will be given to Culinary students who have completed or substantially completed general education courses followed by Culinary students who have completed all required developmental courses. Any remaining seats will be available to Culinary students who have not yet completed required developmental courses or who have received special permission from the program coordinator.

We strongly encourage you to contact the Professional Service Careers Department for assistance in planning your program of study.

Foundation Courses			Credits
HFT	2212	Food Service Sanitation and Safety .....	2
FSS	1220C**	Culinary Techniques .....	3
FSS	1063C**	Professional Baking .....	3
HFT	1000++	Introduction to the Hospitality Industry .....	3
FSS	2284C**	Catering, Banquet, and Event Management .....	3
CGS	1570+	Computer Concepts and Applications (Category V) .....	3
FSS	1308C**	Dining Room Management Banquet and Russian Service .....	3

**Intermediate Courses**

	*	Social/Behavioral Sciences (Category III) .....	3
HFT	2451	Cost Control and Purchasing .....	3
FSS	1222L**	Culinary Production .....	3
HFT	2841C**	Intermediate Dining Room Management .....	3
HUN	1201	Elements of Nutrition (Category IV) .....	3
HFT	1860	Bar and Beverage Management .....	3
	*	Communications (Category I) .....	3
	*	Humanities/Fine Arts (Category II) .....	3
HFT	2211	Hospitality Resource Management .....	3
FSS	2242L**	International/Regional Cuisine .....	3
FSS	2941**	Culinary Management Internship or	
FSS	2947	Culinary Management Co-op .....	1

**Advanced Courses**

FSS	2248C**	Garde Manger .....	3
FSS	2382L**	Culinary Management Practical Exam .....	1
FSS	2224L**	Classical Cuisine .....	3
HFT	2840C**	Dining Room Management French Service .....	3
FSS	2247C**	Advanced Baking .....	3

**Total Program Credits** **64**

\* See General Education Course Requirements page for options.

\*\* The course has pre- or co-requisites; check Course Description Section.

† Meets Computer Competence Requirement

†† Meets Oral Communications Requirement

## CULINARY ARTS

### Technical Certificate

(CHEF-CT)

The certificate program is designed for students and current culinary and restaurant managers which desire skill enhancement for this industry.

Certification integrates Pastry and Culinary Skills with actual restaurant experience, for both front and back of the house.

Foundation Course		Credits
HFT 2212	Sanitation and Safety .....	2
FSS 1220C**	Culinary Techniques .....	3
FSS 1063C**	Professional Baking .....	3
HFT 2840C**	Dining Room Management (French Service) .....	3
FSS 1308C**	Dining Room Management Banquet and Russian Service .....	3
Intermediate Courses		
FSS 2224L**	Classical Cuisine .....	3
FSS 2242L**	International/Regional Cuisine .....	3
FSS 2247C**	Advanced Baking .....	3
FSS 1222L**	Culinary Production .....	3
Advanced Courses		
FSS 2248C**	Garde Manger .....	3
FSS 2284C**	Catering, Banquet & Event Management .....	3
HUN 1201	Elements of Nutrition .....	3
<b>Total Program Credits</b>		<b>35</b>

## DENTAL HYGIENE PROGRAM

Department Head: **Christa Ruber** 484-2301  
cruber@pensacolastate.edu

Program Director: **Linda Lambert, RDH** 484-2242  
(Dental Hygiene) llambert@pensacolastate.edu

We strongly encourage you to contact the Health Sciences Department for assistance in planning your program of study.

### DENTAL HYGIENE

Associate in Applied Science

(DETH-AAS)

A two-year curriculum designed to prepare students to master clinical competencies and theoretical concepts of current dental hygiene practice. Graduates receive an AAS degree in dental hygiene and are eligible to sit for the state board examination in any state in which they desire to practice.

Program graduates may be able to pursue the B.S. degree at a senior level institution. The dental hygiene program is fully accredited by the American Dental Association Commission of Accreditation.

### SPECIAL ADMISSION REQUIREMENTS

Admission to this program is limited by admission requirements and/or the availability of clinical space. Therefore students seeking program admission must complete application to both the College and the program. Students should not self advise. Courses are designed to be in sequence. Continued progress in the dental hygiene program depends upon successful completion of courses in this sequence. Application packets are available from the Health Admission Office or the Pensacola State Web website at [www.pensacolastate.edu](http://www.pensacolastate.edu).

Admission requirements for eligibility to the program include satisfactory scores on the Health Occupation Basic Entrance Test (HOBET), a minimum GPA of 2.75 and 15 credits of specific course work.

When an applicant has completed all sections of the application process and meets the minimum criteria, they will move to candidate status and are assigned a ranking number by the date on

which they completed the final requirement. Students are selected in that rank order. Therefore, the sooner an applicant completes the requirements, the sooner they move to candidate status and the higher their ranking on the list. Contact the Department of Allied Health at (850) 484-2308 for further details. The program begins each May.

### SPECIAL PROGRAM REQUIREMENT

Students must complete all courses in the Dental Hygiene curriculum with a grade of "C" or higher.

The credits in **BOLD** must be completed prior to any core courses of the Dental Hygiene Program:

		Credits
<b>ENC 1101</b>	<b>English Composition I .....</b>	<b>3</b>
<b>BSC 1093**</b>	<b>Anatomy and Physiology I .....</b>	<b>3</b>
<b>BSC 1093L**</b>	<b>Anatomy and Physiology I Laboratory .....</b>	<b>1</b>
<b>MCB 1000**</b>	<b>Applied Microbiology .....</b>	<b>3</b>
<b>MCB 1000L**</b>	<b>Applied Microbiology Laboratory .....</b>	<b>1</b>
<b>CHM1032</b>	<b>Survey of General Chemistry .....</b>	<b>3</b>
<b>CHM1032L**</b>	<b>Survey of General Chemistry Lab .....</b>	<b>1</b>
Term I		
BSC 1094**	Anatomy and Physiology II .....	3
BSC 1094L**	Anatomy and Physiology II Laboratory .....	1
DES 1000	Dental Anatomy .....	2
MAC 1105	College Algebra or higher .....	3
SPC 1006C	Basic Speaking & Listening Skills .....	1
DEP 2004	Human Growth and Development (Category III) .....	3
W 00753	CPR*	
* Students must possess a Healthcare Providers CPR card which is valid through graduation of the dental hygiene program, American Heart or Red Cross only.		
Term II		
DES 1010**	Head and Neck Anatomy .....	2
DEH 1130**	Oral Embryology and Histology .....	1
DEH 1002**	Fundamentals of Dental Hygiene .....	3
DEH 1002L**	Dental Hygiene Pre-Clinic .....	3
DES 1200C**	Dental Hygiene Radiology I .....	3
DEH 1720	Preventive Dentistry .....	2
Term III		
DES 1811**	Dental Ethics and Jurisprudence .....	1
DEH 1800**	Dental Hygiene I .....	2
DEH 1800L**	Dental Hygiene Clinic I .....	4
DEH 1400**	Oral Pathology .....	2
DEH 2602**	Periodontics .....	2
SYG 2000	Introduction to Sociology .....	3
Term IV		
DEH 1802**+	Dental Hygiene II .....	1
DEH 1802L**	Dental Hygiene Clinic II .....	3
DEH 2202	Nutrition and Dental Health .....	2
DES 1100C	Dental Materials .....	3
Term V		
DEH 2300**	Pharmacology/Dental Office Emergencies .....	2
DEH 2804**	Dental Hygiene III .....	2
DEH 2804L**	Dental Hygiene Clinic III .....	5
DES 1051	Nitrous Oxide Monitoring .....	1
DEH 2702	Dental Public Health .....	2
Term VI		
DEH 2806**	Dental Hygiene IV .....	2
DEH 2806L**	Dental Hygiene Clinic IV .....	5
DEH 2702L	Dental Public Health Lab .....	1
	* Humanities/Fine Arts (Category II) .....	3
<b>Total Program Credits</b>		<b>88</b>

## DRAFTING PROGRAMS

**Department Head:** Sue Halfhill 484-2522  
shalfhill@pensacolastate.edu

**Program Contact:** Tim Bone 484-2164  
tbone@pensacolastate.edu

We strongly encourage you to contact the Engineering Technology Department for assistance in planning your program of study.

### DRAFTING AND DESIGN TECHNOLOGY

Associate in Applied Science

(DRFT-AAS)

This program is designed to prepare individuals for employment in the drafting and computer drafting field. The program emphasizes the theoretical knowledge required for a variety of drafting positions in the building industry. It addresses drafting for the manufacturing industry and technology in a general sense.

Foundation Courses	Credits
* Communications (Category I) .....	3
* Humanities/Fine Arts (Category II) .....	3
* Social/Behavioral Sciences (Category III) .....	3
* General (Category V) .....	3
BCN 1001 Building Construction .....	3
CGS 1570+ Computer Concepts and Applications.....	3
EGS 1111 Engineering Graphics .....	3

#### Intermediate Courses

ETC 1250 Properties of Materials .....	3
ETD 2340 Computer Drafting .....	3
MAT 1033 Intermediate Algebra (Category IV).....	3
ETD 2397C Building Information Management I .....	3
CGS 2122 Engineering Technical Spreadsheets .....	3
BCT 2706** Construction Documents.....	3
ETD 2332** AutoCAD Customization .....	2
GIS 2040C** Geographic Information Systems .....	3

#### Advanced Courses

BCT 2770** Construction Estimating .....	3
ETD 1542** Structural Drafting .....	3
ETD 2551** Civil Engineering Drafting .....	3
BCN 2405**++ Construction Mechanics .....	3
ETD 1399** Architectural Drafting .....	3
ETD 2355** Advanced Computer Drafting .....	3

**Total Program Credits** 62

### AUTOCAD FOUNDATIONS

Technical Certificate

(CAD-CT)

The AutoCAD Foundations technical certificate provides students with the practical skills necessary to accept the challenges of a construction drafting career. The program is designed to prepare students for an entry level professional position in a technical area that requires numerous computer-aided drafting skills. The program is composed of selected college credit courses offered within the Drafting and Design Technology AAS degree which prepares students to draw, dimension and print technical drawings by computer. Successful certificate holders may find employment as a drafts-person in an architect's, engineer's, or contractor's office, governmental agencies, corporate planning departments, or other private industries.

Students who have not had listed prerequisites for some of the courses should contact the Engineering Technology Department for assistance in registering for the courses. Because of prerequisites and scheduling, this program requires a minimum of three semesters to complete.

Foundation Course	Credits
EGS 1111 Engineering Graphics .....	3
Intermediate Course	
ETD 2340** Computer Drafting .....	3

### Advanced Courses

ETD 1399** Architectural Drafting .....	3
ETD 1542** Structural Drafting .....	3
ETD 2551 Civil Engineering Drafting.....	3
or	
ETD 2355** Advanced Computer Drafting.....	3

**Total Program Credits** 15

This certificate assumes the student has a basic knowledge of computer operating systems, hardware and software.

### DRAFTING

Technical Certificate

(DRAFT-CT)

This certificate is designed to prepare individuals for entry-level positions working for architects, engineers, contractors, and construction industry employers. Students will gain knowledge of drafting and design practices and procedures. Students will also gain a general knowledge of the construction industry.

Foundation Courses	Credits
EGS 1111 Engineering Graphics .....	3
BCN 1001 Building Construction .....	3
CGS 1570 Computer Concepts and Applications.....	3

#### Intermediate Courses

ETD 2340 Computer Drafting.....	3
ETC 1250** Properties of Materials .....	3
CGS 2122 Engineering Technology Spreadsheets .....	3
MAT 1033 Intermediate Algebra.....	3
Emphasis Elective.....	3

**Total Program Credits** 24

#### EMPHASIS ELECTIVE (choose one):

BCN 2405** Construction Mechanics.....	3
BCT 2770** Construction Estimating.....	3
BCT 2706** Construction Documents.....	3
ETD 1399** Architectural Drafting .....	3
ETD 1542** Structural Drafting .....	3
ETD 2551** Civil Engineering Drafting.....	3
ETD 2355** Advanced Computer Drafting .....	4
GIS 2040C** Geographic Information systems .....	3

## EDUCATION/EARLY CHILDHOOD PROGRAMS

**Director:** Tom Leonard 484-2128  
tleonard@pensacolastate.edu

**Program Contacts:** Betty Persons 484-2534  
bpersons@pensacolastate.edu

Betsy Werre 484-1448  
bwerre@pensacolastate.edu

We strongly encourage you to contact the Education Department for assistance in planning your program of study.

Early Childhood Education is concerned with the education, guidance and daily care of young children. Early Childhood professionals plan and implement activities that stimulate children's intellectual, social, emotional and physical development.

Two courses (EDF1005 and EDG2085) require service learning in a public school setting. Background checks may be required. Although a school district may provide an appeals process to persons receiving a disapproval to enter K-12 classrooms as a result of the background check, students should be aware of the Florida statutes 435.04. Pursuant to Chapter 1012, Fla. Stat., any individual who has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, any offense enumerated in §435.04, Fla. Stat., shall be ineligible for appointment to any instructional, non-instructional or voluntary position in any daycare, school or other educational facility providing care or instruction to children 17 years of age or younger. To view 435.04, Florida Statutes, go to [www.flsenate.gov/statutes](http://www.flsenate.gov/statutes).

\* See General Education Course Requirements page for options.

\*\* The course has pre- or co-requisites; check Course Description Section.

† Meets Computer Competence Requirement

†† Meets Oral Communications Requirement

## EARLY CHILDHOOD EDUCATION

Associate in Science

(CHILD-AS)

Completion of the program prepares an individual to direct and operate a child care center, a preschool center or a family day care program. Throughout the program, students prepare manuals, portfolios, and materials that will be vital to them in a child care workplace. Course components also focus on facility ownership aspects involved in child care programs. In addition, Early Childhood Education is designed for students preparing to teach in the Federal Head Start program, to work as a teacher assistant in the Escambia County school system, or to teach in a child care center (infants, preschool or school-age setting).

Program completion creates the option for students to transfer to a higher degree program at a later date. The Early Childhood Education Program meets State of Florida education requirements related to owning, directing, operating, or working in a child care center.

Foundation Courses		Credits
ENC 1101	English Composition I (Category I).....	3
_____ *	Humanities/Fine Arts (Category II).....	3
_____ *	Social/Behavioral Sciences (Category III).....	3
_____ *	Natural Sciences/Mathematics (Category IV).....	3
_____ *	General (Category V) .....	3
CHD 1104+	Introduction to Early Childhood .....	3
EDF 1005++	Introduction to the Teaching Profession.....	3

Intermediate Courses .....		
EDF 2085++	Introduction to Diversity for Educators .....	3
EME 2040+	Introduction to Educational Technology .....	3
DEP 2001+	Child Development .....	3
HSC 2400	First Aid & Injuries .....	3
SLS 1353++	Generations at Work.....	3
CHD 2620	Home, School and Community Relations .....	3
CHD 2120	Infants and Toddlers.....	3
_____ +++	Electives (See Suggested Electives) .....	3

### Advanced Courses

CHD 1332	Creative Experiences for Children.....	3
CHD 1800+	Management in Child Care .....	3
CHD 2380	Teaching Young Children .....	3
CHD 2440C**	Early Childhood Practicum.....	3
EEX 2010	Introduction to Exceptional Children .....	3
EEX 1600	Behavior Management.....	3

**Total Program Credits 63**

- + FCCPC Certificate
- ++ This course includes field experience. See course description for more information.
- +++ Suggested Electives:  
ASL 1140C, ASL 1150C, ASL 2160C, EEX 2080, HSC 2400,  
HSC 2402, HSC 2100, LIT 1330, SYG 2000, SYG 2010

## FLORIDA CHILD CARE PROFESSIONAL CREDENTIAL (FCCPC) (CHILD CARE CENTER MANAGEMENT)

Technical Certificate

(CDA-CT)

The Florida Child Care Professional Credential College Technical Certificate is a 12 college-credit program designed to prepare students as entry level child care workers and teachers with the knowledge and skills necessary to provide quality childcare programs. The completion of these courses coupled with 480 hours work experience qualifies the student for their FCCPC or National CDA certificate. Additionally, the courses can be transferred into appropriate technical certificates programs within Early Childhood or can be used in either the AS/AA Early Childhood degree programs.

### Credits

DEP 2001	Child Development .....	3
CHD 1104	Introduction to Early Childhood .....	3
CHD 2440C	Early Childhood Practicum.....	3
CHD 1800	Management of Child Care .....	3
<b>Total Program Credits</b>		<b>12</b>

## EARLY CHILDHOOD TEACHER (PRESCHOOL)

Technical Certificate

(PREK-CT)

The Pre-K College Technical Certificate is a 12 college-credit program designed to provide students with the skills needed to design developmentally appropriate curriculum for young children and enable them to begin careers as early childhood education caregivers with a preschool specialization. Additionally, the courses can be transferred into appropriate technical certificates programs within Early Childhood or can be used in either the AS/AA Early Childhood degree programs.

### Credits

DEP 2001	Child Development .....	3
CHD 1104	Introduction to Early Childhood .....	3
CHD 2380	Teaching Young Children.....	3
CHD 1332	Creative Experiences.....	3
<b>Total Program Credits</b>		<b>12</b>

## EARLY CHILDHOOD INTERVENTION (CHILD DEVELOPMENT AND EARLY INTERVENTION)

Technical Certificate

(CHD-CT)

The CHD-CT Early Childhood Intervention Technical Certificate is a 36 college credit program designed to prepare students as entry level teachers in a child care or pre-school program. Upon completion of this program, students will have earned their FCCPC along with Pre-K and Infant/Toddler specialization certificates. This program is composed of selected college credit courses offered within the AS and/or AA Early Childhood degree programs and will count toward those degrees.

### Credits

DEP 2001	Child Development .....	3
CHD 1104	Introduction to Early Childhood .....	3
CHD 2440C	Early Childhood Practicum.....	3
CHD 1800	Management in Child Care .....	3
CHD 2380	Teaching Young Children.....	3
CHD 1332	Creative Experiences for Children .....	3
EEX 1600	Behavior Management.....	3
EEX 2010	Introduction to Exceptional Children .....	3
CHD 2120	Infants and Toddlers.....	3
CHD 2620	Home, School & Community Relations .....	3
_____ *	Approved Elective .....	6

**Total Program Credits 36**

### \*Approved Elective List (choose one)

EDF 2085	EME 2040 .....	EDF 1005
HSC 2400	HSC 2100 .....	HSC 2402

## INFANT/TODDLER SPECIALIZATION

Technical Certificate

(BABY-CT)

The Baby-CT College Technical Certificate is a 12 college-credit program designed to provide students with the skills and information needed to design a developmentally appropriate environment and curriculum for infants and toddlers. This program is composed of selected college-credit courses offered within the AS and/or AA Early Childhood degree programs and will count toward those degrees.

### Credits

DEP 2001	Child Development .....	3
CHD 1104	Introduction to Early Childhood .....	3
CHD 2440C	Early Childhood Practicum.....	3
CHD 2120	Infants and Toddlers.....	3

**Total Program Credits 12**

## EKG TECHNICIAN PROGRAM

Career and Technical Certificate

(EKG-VC)

**Department Head:** Christa Ruber 484-2301  
cruber@pensacolastate.edu

**Program Contact:** Wilma Duncans-Burnett 484-2216  
wduncans-burnett@pensacolastate.edu

Contact the Allied Health Department for assistance in planning your program of study.

This program is designed to prepare students for employment as electrocardiograph aides, electrocardiograph technicians, EKG technicians or other jobs requiring knowledge of how to perform a 12-lead EKG and recognize a cardiac emergency. Course content includes an understanding of normal cardiac function, relationship of EKG markings to normal function, preparing a patient mentally and physically, setting up equipment properly, recognizing cardiac emergencies, interpersonal skills, overview of cardiovascular anatomy and physiology, medical terminology, patient care techniques, medical instrumentation, cardiovascular drugs, interpretation of monitoring and testing results, medical ethics, cardiac wellness and rehabilitation, safe/efficient work practices, CPR and employability skills.

Required Courses	Credits
HSC 0005 Orientation to Health Sciences .....	1
MEA 0230 Medical Terminology with Anatomy and Physiology .....	3
MEA 0540C EKG Aide .....	3
MEA 0541C EKG Technician .....	10
<b>Total Program Credits</b>	<b>17</b>

### EKG AIDE

Career and Technical Certificate

(EKGA-VC)

This program prepares the student work in a medical environment as an EKG Aide. Major job responsibilities include interviewing the patient, preparing the patient for 12-lead testing, and conducting an accurate 12-lead EKG.

Required Courses	Credits
HSC 0005 Orientation to Health Sciences .....	1
MEA 0230 Medical Terminology with Anatomy and Physiology .....	3
MEA 0540C EKG Aide .....	3
<b>Total Program Credits</b>	<b>7</b>

## ELECTRONICS ENGINEERING PROGRAMS

**Department Head:** Sue Halfhill 484-2522  
shalfhill@pensacolastate.edu

**Program Contact:** Larry Ball 484-2577  
lball@pensacolastate.edu

We strongly encourage that you contact the Engineering Technology Department for assistance in planning your program of study.

### ELECTRONICS ENGINEERING TECHNOLOGY

Associate in Applied Science

(ELEC-AAS)

The Electronics Engineering Technology Program is designed to provide students with the fundamentals of electronics that will prepare them as technicians in a variety of fields including computer technology, networking, instrumentation, and biomedical. Selected specialty courses are available to provide detailed instruction in these technical areas.

The student must complete the general education courses specified and all the core courses for electronics. The additional twenty-three hours are to be selected from emphasis electives included in the program listing.

#### General Education Courses

#### Credits

(Students may take these courses at any time during their program of study.)

_____*	Communications (Category I) .....	3
_____*	Humanities/Fine Arts (Category II) .....	3
_____*	Social/Behavioral Sciences (Category III) .....	3
MAC 1105*	College Algebra (Category IV) .....	3
_____*	General (Category V) .....	3

#### Foundation Courses

CGS 1061C++	Introduction to Computers in Technology.....	3
EET 2084C	Introduction to Electronics .....	3
EET 1015C**	Direct Current Circuits .....	3
CET 1112C**	Digital Fundamentals .....	3
EET 1025C**	Alternating Current Circuits.....	3

#### Intermediate Courses

EET 1141C**	Electronic Devices and Integrated Circuits I .....	3
_____**	+ Programming Language.....	3

#### Advanced Courses

EET 2142C**	Linear Circuits .....	3
CET 2113C**	Digital Circuits .....	3
_____++	+ Emphasis Courses.....	26

**Total Program Credits** **68**

+ Programming Language: Choose any COP prefix course.

#### ++ EMPHASIS COURSES:

##### Cisco Certified Networking Associate (C.C.N.A.) Emphasis:

CET 1600C**	Network Fundamentals .....	3
CET 1610C**	Router Theory and Router Technologies .....	3
CET 2615C**	Advanced Routing and Switching .....	3
CET 2620C**	Advanced Network Design and Management Projects .....	3

##### Computer Technician Emphasis:

CET 1178C**	PC Hardware A+ .....	3
CET 1179C**	PC Operating Systems A+ .....	3
CET 2172C**	PC Maintenance, Upgrade and Support .....	3
CET 1634C	Telecommunications Distribution Systems .....	3
CET 1588C**	Network + .....	3
CTS 1155	Help Desk Technician.....	3
CTS 2106C	Linux+.....	3
CIS 1350	Security Awareness.....	3
CTS 2120C	Security+.....	4

##### General Emphasis:

EGS 1111	Engineering Graphics .....	3
EST 2542C	Programmable Logic Controller Foundations.....	3
EET 2215C	Instrumentation Electronics .....	3
ETD 2340**	Computer Drafting .....	3
ETI 2414**	Computer-Aided Manufacturing (MasterCam Mill & Lathe) .....	4
ETI 2416	Metal Working Processes (Welding and Fabrication) .....	4
ETD 2364	Computer Aided Design 3-D (Solid Works).....	4

##### Biomedical Emphasis:

BSC 1080	Essentials of Anatomy and Physiology .....	3
BSC 1080L	Essentials of Anatomy and Physiology Lab .....	1
ETS 2406**	Biomedical Equipment.....	4

##### Cooperative Education

EET 2947	Electronic Technology Co-op .....	1
EET 2948	Electronic Technology Co-op .....	2
EET 2949	Electronic Technology Co-op .....	3

\* See General Education Course Requirements page for options.

\*\* The course has pre- or co-requisites; check Course Description Section.

† Meets Computer Competence Requirement

†† Meets Oral Communications Requirement



## ELECTRONICS AIDE

Technical Certificate

(ELEC-CT)

The Credits in this certificate may be applied towards the Electronics Engineering Technology AAS degree program.

### Credits

EET 1015C**	Direct Current Circuits .....	3
EET 1025C**	Alternating Current Circuits .....	3
EET 1141C**	Electronic Devices & Integrated Circuits I .....	3
CET 2113C**	Digital Circuits .....	3
<b>Total Program Credits</b>		<b>12</b>

This certificate assumes the student has a basic knowledge of digital principles. If not, the student may need to take CET 1112C prior to taking CET2113C.

## EMERGENCY MEDICAL PROGRAMS

<b>Department Head:</b>	<b>Christa Ruber</b>	<b>484-2301</b>
	<b>cruber@pensacolastate.edu</b>	
<b>Program Contact:</b>	<b>Don Lee</b>	<b>484-2225</b>
<b>(EMS-AAS and Paramedic)</b>	<b>dlee@pensacolastate.edu</b>	
<b>Program Contact:</b>	<b>Steve White</b>	<b>484-2217</b>
<b>(EMT)</b>	<b>swhite@pensacolastate.edu</b>	

We strongly encourage you to contact the Allied Health Department for assistance in planning your program of study.

## EMERGENCY MEDICAL SERVICES

Associate in Applied Science

(EMS-AAS)

The 4 semester certificate program is designed to provide those responsible for pre-hospital emergency care the opportunity to become skilled in advanced life support measures. The Emergency Medical Services (EMS/AAS) degree and the Paramedic program are accredited by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

### SPECIAL ADMISSIONS REQUIREMENTS

Admission to this program is limited by special accreditation requirements and/or the availability of clinical assignments; therefore, students seeking admission to the EMT and Paramedic programs must complete application to both the College and the programs. Application packets are available from the Health Admissions Office on the Warrington campus or the Pensacola State College website at <http://pensacolastate.edu/healthprograms/>. All application requirements must be completed by the established deadlines before a student will be considered eligible for admission to this program.

Minimum requirements for eligibility to the program include high school diploma, or GED, satisfactory scores in reading and math on the TABE test, documentation of current Florida EMT Certification and a current American Heart or American Red Cross BLS for Health Care Card.

Admission to this program is based upon receipt date of completed application requirements. Once a particular class is full, the remaining qualified applicants are automatically listed as alternates for that class. If the applicant is not seated, he/she is offered admission in the next available class.

### Fall

### Credits

EMS 1119**	Emergency Medical Technician.....	7
EMS 1119L**	EMT Lab.....	2
EMS 1411L**	EMT Clinical Internship .....	2
BSC 1093**	Anatomy & Physiology I (Category V) .....	3
BSC 1093L**	Anatomy & Physiology I Laboratory .....	1
BSC 1094**	Anatomy and Physiology II.....	3
BSC 1094L**	Anatomy and Physiology II Laboratory .....	1
_____*	Natural Sciences/Mathematics (Category IV) .....	3

ENC 1101	English Composition.....	3
SYG 2000	Sociology (Category II) .....	3
_____*	Humanities/Fine Arts (Category II) .....	3
LIS 1004	Introduction to Internet Research.....	1
DEP 2004	Human Growth and Development .....	3

### Spring

EMS 2613**	Patient Assessment .....	1
EMS 2614	Airway Management/Respiratory Emergencies ..	3
EMS 1601**	Introduction to Advanced Prehospital Care.....	1
EMS 2231L	Paramedic Lab.....	3

### Summer

EMS 1683**	Fundamentals of Advanced Prehospital Care .....	1
EMS 1654**	Paramedic Field/Clinical Experience I.....	3
EMS 2627**+	Medical Emergencies .....	4
EMS 1612**	Cardiovascular Emergencies.....	2
EMS 2232L	Paramedic Lab II.....	2

### Fall

EMS 2681**	Special Considerations in Prehospital Care.....	1
EMS 2680**	Behavioral Emergencies.....	1
EMS 2628**	OB/GYN/Neonatal/Pediatric Emergencies .....	2
EMS 2655**	Paramedic Field/Clinical Experience II .....	3
EMS 2682**	Advanced Prehospital Trauma Management .....	2
EMS 2236L	Paramedic Lab III .....	3

### Spring

EMS 2656**+	Paramedic Field/Clinical Internship .....	5
EMS 2460C	Advanced Clinical Practice.....	1

**Total Program Credits**

**73**

## EMERGENCY MEDICAL TECHNICIAN

Applied Technical Diploma

(EMT-ATD)

The program is designed to provide an opportunity for persons interested in pre-hospital emergency care to become skilled in basic emergency care to save lives and reduce injury. The Florida Department of Health, Bureau of EMS, has approved Pensacola State College as a training center for EMT and paramedic. Graduates are eligible to take the State EMT Certification examination. Health Program applications are available from the Admissions Specialist, Health Programs Office on the Warrington Campus or on the Pensacola State College website at [www.pensacolastate.edu](http://www.pensacolastate.edu), click on Warrington Campus, then Emergency Medical Technician program for specific details.

All application requirements must be completed by the established deadlines before a student will be considered eligible for admission to this program. Background and drug screen must be completed by the established deadlines.

Minimum requirements for eligibility to the program include high school diploma or GED. All applicants to the EMT program must provide a current, valid CPR (basic Life Support for healthcare provider or professional rescuer) course completion card at the time of application. Acceptable cards include American Heart Association, American Red Cross, and American Safety and Health Institute. This completion card must remain current through the program, once the applicant has been accepted. For questions regarding this requirement, please email the program director.

Admission is competitive among eligible applicants. Applicants who have submitted the application packet and met the minimum criteria for entrance into the program will be placed in the class according to when the applicant's completed packet is received. Fall and Spring classes are limited to 32 students and Summer classes are limited to 24 students. Once the current class is filled, the applicants will be placed in the next available class. Final admission to the program is contingent upon submission of satisfactory physical examination/immunization forms.

### Required Courses

### Credits

EMS 1119	Emergency Medical Technician.....	7
EMS 1119L	EMT Lab.....	2
EMS 1411L	EMT Clinical Internship .....	2

**Total Program Credits**

**11**

**PARAMEDIC***Technical Certificate**(PARAM-CT)*

The four semester certificate program is designed to provide those responsible for pre-hospital emergency care the opportunity to become skilled in advanced life support measures. The Emergency Medical Services (EMS/ASS) degree and the Paramedical program are accredited by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

**SPECIAL ADMISSION REQUIREMENTS**

Admission to this program is limited by special accreditation requirements and/or the availability of clinical assignments; therefore, students seeking admission to the program must complete application to both the College and the program. Application packets are available from the Health Admissions Office on the Warrington campus or the Pensacola State College website at <http://pensacolastate.edu/healthprograms>. All application requirements must be completed by the established deadlines before a student will be considered eligible for admission to this program.

Minimum requirements for eligibility to the program include high school diploma, or GED, satisfactory scores in reading and math on the TABE test, documentation of current Florida EMT Certification and a current American Heart or American Red Cross BLS for Health Care Card.

Admission to this program is based upon receipt date of completed application requirements. Once a particular class is full, the remaining qualified applicants are automatically listed as alternates for that class. If the applicant is not seated he/she is offered admission in the next available class.

<b>Fall</b>		<b>Credits</b>
BSC 1080**	Essentials of Anatomy & Physiology .....	3
BSC 1080L**	Essentials of Anatomy & Physiology Lab .....	1
EMS 2613**	Patient Assessment .....	1
EMS 2614**	Airway Management/Respiratory Emergencies .....	3
EMS 1601**	Introduction to Advanced Prehospital Care .....	1
EMS 2231L	Paramedic Lab I .....	3
<b>Spring</b>		
EMS 1683**	Fundamentals of Advanced Prehospital Care .....	1
EMS 1654**	Paramedic Field/Clinical Experience I .....	3
EMS 2627**+	Medical Emergencies .....	4
EMS 1612**	Cardiovascular Emergencies .....	2
EMS 2232L	Paramedic Lab II .....	2
<b>Summer</b>		
EMS 2681**	Special Considerations in Prehospital Care .....	1
EMS 2680**	Behavioral Emergencies .....	1
EMS 2628**	OB/GYN/Neonatal/Pediatric Emergencies .....	2
EMS 2655**	Paramedic Field/Clinical Experience II .....	3
EMS 2682**	Advanced Prehospital Trauma Management .....	2
EMS 2236L	Paramedic Lab III .....	3
<b>Fall</b>		
EMS 2460C	Advanced Clinical Practice .....	1
EMS 2656**	Paramedic Field/Clinical Internship .....	5
<b>Total Program Credits</b>		<b>42</b>

**PUBLIC SAFETY TELECOMMUNICATOR PROGRAM***Career and Technical Certificate**(DSP-VC)*

The purpose of this program is to prepare students for employment as dispatcher for police, fire, and ambulance agencies. Content includes ethics; role of the telecommunicator; standard operating procedures; relationship to field personnel; command levels; message center layouts; performance aids; overview of emergency

agencies; functions and terminology; use of correct words and grammar; types of communications equipment, functions and terminology; malfunctions and maintenance agreements; proper, correct telephone and dispatching procedures and techniques; cooperation and reciprocal agreements with other agencies; communication rules (federal, state, local); emergency situations and operating procedures; emergency medical dispatch procedures; leadership and human relations skills; and health/ safety including CPR.

**SPECIAL ADMISSION REQUIREMENTS**

Program admission requirements and prerequisites: High school graduate or GED, overall 2.0 grade point average. Students must earn a "C" or better to complete the program. TABE prerequisite, exit at 10th grade level prior to completion of the program.

Background check, drug screen required for all applicants. Students whose drug screening and criminal background checks are deemed unsatisfactory may be denied access to clinical experiences by the clinical agencies. Failure to qualify for and meet clinical requirements at clinical sites may prevent completion of the program. Withdrawal from the program may be necessary if students cannot be placed for clinical experiences, and withdrawal for these reasons after drop/add period will not include reimbursement of tuition and fees.

<b>Required Course</b>	<b>Credits</b>
EMS 0000C Public Safety Telecommunication .....	8
<b>Total Program Credits</b>	<b>8</b>

**GRAPHIC DESIGN PROGRAM**

**Department Head:** Krist Lien 484-2554  
klien@pensacolastate.edu

**Program Contact:** Mark Hopkins 484-1087  
mhopkins@pensacolastate.edu

Contact the Visual Arts Department for assistance in planning your program of study.

**GRAPHIC DESIGN TECHNOLOGY (GRAPHICS TECHNOLOGY)***Associate in Applied Science**(GRPH-AAS)*

A two-year program that prepares students for careers in graphic design upon graduation, or acts as a transfer degree for persons wishing to continue their education toward an advanced degree at a professional art school. Additional general education course work may be required for transfer to a four-year college. Contact the four-year school for information.

Courses cover practical and theoretical problems of visual communication from the inception of an idea to its final presentation to the printer or client. Concepts and execution are covered with strong emphasis on computer assistance, drawing skills and technical developments in the field. Some professional internships are available for advanced students.

<b>Foundation Courses</b>		<b>Credits</b>
ART 1201C	Two-Dimensional Design .....	3
ART 1300C	Drawing I .....	3
GRA 2151C+	Computer Graphics I .....	3
ENC 1101	English Composition I (Category I) .....	3
PGY 2401C	Photography I .....	3
ARH 1051	Art History II (Category II) .....	3
GRA 2770C	Creative Design and Communication .....	3
<b>Intermediate Courses</b>		<b>Credits</b>
ART 1301C**	Drawing II .....	3
GRA 2152C**	Computer Graphics II .....	3
*	Natural Sciences/Mathematics (Category IV) .....	3
SPC 1006C++	Basic Speaking and Listening Skills .....	1
*	Social/Behavioral Sciences (Category III) .....	3
GRA 2210C**	Electronic Prepress .....	3
GRA 2206C**	Typography .....	3
GRA 2190C**	Graphic Design I .....	3
PGY 2220C**	Commercial Photography I .....	3

\* See General Education Course Requirements page for options.

\*\* The course has pre- or co-requisites; check Course Description Section.

† Meets Computer Competence Requirement

†† Meets Oral Communications Requirement

## Advanced Courses

ART 2602C**	Digital Imaging .....	3
GRA 2721C**	Creative Web .....	3
PGY 2221C**	Commercial Photography II .....	3
GRA 2191C**	Graphic Design II .....	3
GRA 1109C	History of Graphic Design .....	3
ART 2905	Portfolio .....	3

**Total Program Credits** **64**

**Note:** Majors should register in the Visual Arts Department and work out their personal schedules with the department head.

## HEALTH INFORMATION PROGRAMS

**Department Head:** Christa Ruber **484-2321**  
cruber@pensacolastate.edu

**Program Contact:** Donna Shumway **484-2213**  
dshumway@pensacolastate.edu

We strongly encourage you to contact the Allied Health Department for assistance in planning your program of study.

### HEALTH INFORMATION MANAGEMENT

*Associate in Applied Science (HIM-AAS)*

The two-year degree provides a student with the technical skills necessary to prepare, analyze, and maintain health information required by the patient, health facility and public. The program is accredited by the Commission on the Accreditation for Health Informatics and Information Management (CAHIIM). Graduates of the program are eligible to sit for the national qualifying examination offered through AHIMA for certification as Registered Health Information Technician (RHIT).

#### SPECIAL REQUIREMENTS

Persons interested in the program should contact the Health Programs Admissions Office at the Warrington Campus. Applications must be returned to this office.

Fall		Credits
HSC 1590	AIDS/OSHA for Health Professionals.....	1
_____*	Communications (Category I) .....	3
HIM 1000C**	Introduction to Health Information Management .....	3
HSC 1531	Medical Terminology .....	3
BSC 1080	Essentials of Anatomy and Physiology (Category V).....	3
BSC 1080L	Essentials of Anatomy and Physiology Laboratory .....	1

#### Spring

HIM 2214C**	Health Data Management.....	2
HSC 2641	Health Care Law.....	3
HSC 2550**	Pathophysiology.....	4
SPC 1006C++	Basic Speaking and Listening Skills .....	1
CGS 1570+	Computer Concepts and Applications .....	3
_____*	Mathematics (Category IV).....	3

#### Summer

_____*	Humanities/Fine Arts (Category II).....	3
_____*	Social/Behavioral Sciences (Category III).....	3

#### Fall

HIM 1800**	Health Information Management Professional Practice I .....	2
HIM 2282C**	Coding and Classification Systems.....	3
HIM 2620**	Medical Statistics and Financial Applications .....	3
HIM 2512	Health Information Management and Supervision .....	3
HIM 1442**	Pharmacology .....	2

## Spring

HIM 2253**	Outpatient Reimbursement Methodologies and Third-Party Payer.....	4
HIM 2653C**	Computer Applications in Health Information Management .....	3
HIM 2810**	Health Information Management Professional Practice II .....	2
HIM 2500C**	Quality Improvement in Healthcare.....	2
HIM 2234C**	Advanced ICD-9-CM Coding .....	3
HIM 2932**	Special Topics in Health Information Management .....	2

## Summer

HIM 2934**	Health Information Management Professional Practice III.....	2
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**Total Program Credits** **67**

### MEDICAL INFORMATION CODER/BILLER

*Technical Certificate (HIM-CT)*

The Medical Information Coder/Biller program provides the student with the technical skills necessary to code medical diagnosis, procedures and services provided for reimbursement in a wide variety of settings including hospital outpatient, ambulatory surgery centers, clinics and physician offices. Upon completion of the program the student will be eligible to sit for the national credentialing examination for the Certified Coding Assistant (CCA) credential offered through the American Health Information Management Association (AHIMA). Upon completion of the program students will have the option to progress towards a two-year Associate in Applied Science (AAS) degree in Health Information Management to become a Registered Health Information Technician (RHIT).

Students enrolled in the Medical Information Coder/Biller Certificate program must provide documentation of a CPR Health Care Provider Card and/or certificate or letter stating attendance in an AIDS/OSHA/Domestic Violence Workshop or course to the HIM program director or Allied Health Department Head located at the Warrington Campus.

#### SPECIAL REQUIREMENTS

Persons interested in the program should contact the Health Programs Admission office at the Warrington campus. Applications must be returned to this office.

Term I – Fall		Credits
HSC 1531	Medical Terminology .....	3
HIM 1000C	Introduction to Health Information Management.....	3
BSC 1080	Essentials of Anatomy and Physiology .....	3
BSC 1080L	Essentials of Anatomy and Physiology Lab .....	1
HSC 1590	AIDS/OSHA for Health Professionals .....	1

#### Term II – Spring

HSC 2550**	Pathophysiology .....	4
HIM 2282C**	Coding and Classification Systems .....	3
HIM 1442**	Pharmacology.....	2
HSC 2641	Health Care Law.....	3

#### Term III – Summer

CGS 1570	Computer Concepts and Applications .....	3
HIM 2234C**	Advanced ICD-9-CM Coding .....	3

#### Term IV – Fall

HIM 2253**	Outpatient Reimbursement Methodologies and Third-Party Payer .....	4
HIM 2931**	Special Topics in Health Information Management .....	1

**Total Program Credits** **34**

## HEALTH UNIT COORDINATOR PROGRAM

Department Head: **Christa Ruber** 484-2321  
cruber@pensacolastate.edu

We strongly encourage you to contact the Allied Health Department for assistance in planning your program of study.

### HEALTH UNIT COORDINATOR

Career and Technical Certificate (HUC-VC)

Fall Term Credits

WCL 0050C	Health Unit Coordinator Functions .....	8
HSC 0005	Orientation to the Health Sciences .....	1
HSC 0591	AIDS/OSHA for Health Professionals .....	1
OTA 0101	Keyboarding .....	1

Spring Term

WCL 0055 L*	Health Unit Coordinator Clinical I .....	6
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**Total Program Credits 17**

## HOSPITALITY PROGRAMS

Department Head: **Roy Bracken** 484-1013  
rbracken@pensacolastate.edu

Program Contact: **Sandy Southerland** 484-1159  
ssoutherland@pensacolastate.edu

Contact the Professional Service Careers Department for assistance in planning your program of study.

### HOSPITALITY AND TOURISM MANAGEMENT

Associate in Science (HOTEL-AS)

The Hospitality and Tourism Management Program prepares graduates for careers in the many varied areas of the hospitality/tourism industry. The program is designed for individuals wanting to enter or advance in a professional career in lodging, restaurants, tourism, travel, food service, catering, and beverage as well as many other management positions in the industry. Courses in the program prepare students to work in any area of the hospitality industry. The students completing the program will have gained in knowledge and competencies in three areas: first in the management of people and other business resources; second the administrative skills to operate a business in the hospitality/tourism industry; and third how to apply their administrative and management skills in any position in the industry.

Students may receive dual credit toward diploma and/or professional certificates with appropriate courses in the program. For information and assistance in selecting courses, please contact the hospitality and tourism management program coordinator.

Articulation agreements between this program and several Florida universities may be available for students desiring a bachelor's degree by earning a 64 credit hospitality and tourism management associates of science degree from Pensacola State College then transferring to a Florida university and completing 60 credits in hospitality management. Call or e-mail the program contact for details.

Foundation Courses Credits

_____*	Computer Competence (Category V) .....	1
_____*	Natural Sciences/Mathematics (Category IV) .....	3
_____*	Social/ Behavioral Sciences (Category III) .....	3
HFT 1000	Introduction to the Hospitality Industry .....	3
HFT 2212	Food Service Sanitation and Safety .....	2
HFT 1313+	Hospitality Property Management .....	3
HFT 1410+	Hospitality Industry Accounting .....	3
HFT 1254	Lodging Operations .....	3
_____++	Approved Hospitality Management Elective .....	3

**Intermediate Courses**

ENC 1101	English Composition I (Category I) .....	3
_____*	Humanities/Fine Arts (Category II) .....	3
FSS 2284C+	Catering, Banquet and Event Management .....	3
HFT 1860+	Bar and Beverage Management .....	3
FSS 1221C**	Introduction to Culinary Production .....	3
HFT 2850C	Management of Dining .....	3
HFT 2211+	Hospitality Resource Management .....	3
HFT 2500+	Marketing in Hospitality Industry .....	3

**Advanced Courses**

ENC 1102	English Composition II .....	3
HFT 2451	Cost Control and Purchasing .....	3
_____++	Approved Hospitality Management Elective .....	3
HFT 2600+	Concepts of Hospitality Law .....	3
HFT 1867+	Wine Technology and Merchandising .....	3
_____++	Approved Hospitality Management Elective .....	3
_____++	Approved Hospitality Management Elective .....	1

**Total Program Credits 64**

Students planning to transfer to The University of West Florida to complete a bachelor's degree should take the following courses as part of their hospitality and tourism management associates of science degree from Pensacola State College: ECO 2013, MAC 1105, LIS 1004, SPC 1608, STA 2023, 3 credits of a literature class, 3 credits of a biological science class, and 1 credit of a biological science lab class.

+ These courses have limited offerings. Students should check the course description in planning their course of study.

++ See Program Contact for approval of Hospitality Management electives.

### HOSPITALITY AND TOURISM MANAGEMENT

Associate in Applied Science (HOTL-AAS)

The Hospitality and Tourism Management Program prepares graduates for careers in the many varied areas of the hospitality/tourism industry. The program is designed for individuals wanting to enter or advance in a professional career in lodging, restaurants, tourism, travel, food service, catering, and beverage as well as many other management positions in the industry. Courses in the program prepare all students to work in any area of the hospitality industry. The students completing the program will have gained in knowledge and competencies in three areas: first in the management of people and other business resources; second the administrative skills to operate a business in the hospitality/tourism industry; and third how to apply their administrative and management skills in any position in the industry.

Students may receive dual credit toward diploma and/or professional certificates with appropriate courses in the program. For information and assistance in selecting courses, please contact the hospitality and tourism management program coordinator.

Foundation Courses Credits

CGS 1570+	Computer Concepts and Applications .....	3
_____*	(Category V) .....	3
_____*	Natural Sciences/Mathematics (Category IV) .....	3
_____*	Social/ Behavioral Sciences (Category III) .....	3
HFT 1000++	Introduction to the Hospitality Industry .....	3
HFT 2212	Food Service Sanitation and Safety .....	2
HFT 1313+	Hospitality Property Management .....	3
HFT 1410+	Hospitality Industry Accounting .....	3
HFT 1254	Lodging Operations or .....	3
_____++	Approved Hospitality Management Elective .....	3
HFT 2941	Hospitality Management Internship or .....	3
HFT 2947	Hospitality Management Co-op .....	1

**Intermediate Courses**

_____*	Communications (Category I) .....	3
_____*	Humanities/Fine Arts (Category II) .....	3
FSS 2284C+	Catering, Banquet and Event Management .....	3
HFT 1860+	Bar and Beverage Management .....	3
FSS 1221C**	Introduction to Culinary Production .....	3
HFT 2850C**	Management of Dining .....	3
HFT 2211+	Hospitality Resource Management .....	3

\* See General Education Course Requirements page for options.

\*\* The course has pre- or co-requisites; check Course Description Section.

† Meets Computer Competence Requirement

†† Meets Oral Communications Requirement

HFT 2500+	Marketing in the Hospitality Industry or	
MAR 2011	Marketing.....	3

#### Advanced Courses

_____++	Approved Hospitality Management Elective .....	3
HFT 2451	Cost Control and Purchasing .....	3
HFT 2250	Lodging Systems and Procedures .....	3
HFT 2600+	Concepts of Hospitality Law or	
BUL 2241	Business Law.....	3
HFT 1867+	Wine Technology and Merchandising or	
_____++	Approved Hospitality Management Elective .....	3
HFT 2941	Hospitality Management Internship or	
HFT 2947	Hospitality Management Co-op .....	1

**Total Program Credits** **64**

+ These Courses have limited offerings. Students should check the course descriptions in planning their course of study.

++ See Program Contact for approval of Hospitality Management electives.

## EVENT PLANNING MANAGEMENT

*Technical Certificate* (EVENT-CT)

The purpose of this program is to prepare students for employment in hospitality and tourism related positions including: Event Planner, Event Planning Specialist, Event Coordinator, Convention Services Assistant Manager, Convention Services Assistant, Catering Coordinator, Assistant Sales Manager, Sales Coordinator, Catering & Sales Manager, Lodging Assistant Manager and Manager, Guest Services Specialist and Supervisor, Food Service Manager and Assistant Manager in the hospitality industry and/or to provide supplemental training for persons previously or currently employed in these occupations. This technical certificate is part of the Hospitality and Tourism AS/AAS degree.

#### Credits

FSS 1221C**	Introduction to Culinary Production.....	3
HFT 1860+	Bar and Beverage Management.....	3
HFT 2850C	Management of Dining .....	3
HFT 2212	Food Service Sanitation and Safety .....	2
HFT 2451	Cost Control and Purchasing.....	3
HFT 2500	Hospitality Marketing.....	3
HFT 2600	Hospitality Law .....	3
FSS 2284C**	Catering, Banquet and Event Management .....	3
HFT 2947	Hospitality Management Coop.....	1

**Total Program Credits** **24**

## FOOD & BEVERAGES MANAGEMENT

*Technical Certificate* (FBMGT-CT)

The purpose of this program is to prepare students for employment in hospitality and tourism related positions in the food and beverage management area. Possible job titles include Assistant Hospitality Manager, Catering/Sales Service Representative, Food and Beverage Specialist, and Hospitality Manager. Skills emphasized in this program include hotel staffing operations, legal issues affecting the hospitality industry, liability and risk management, set up and control maintenance, energy consumption management, planning and maintaining of purchasing and receiving procedures, customer service, and human relations. This technical certificate is part of the Hospitality and Tourism AS/AAS degree.

#### Credits

HFT 1410	Hospitality Industry Accounting .....	3
HFT 1860+	Bar and Beverage Management.....	3
HFT 2211	Managing Hospitality Resources.....	3
HFT 2212	Food Service Sanitation and Safety .....	2
FSS 2284C**	Catering, Banquet, and	
	Event Management.....	3
HFT 2451	Cost Control and Purchasing .....	3
HFT 2500	Hospitality Marketing.....	3
HFT 2600	Concepts of Hospitality Law .....	3
HFT 2850C	Management of Dining .....	3
FSS 1221C**	Introduction to Culinary Production.....	3
HFT 2947	Hospitality Management Coop.....	1

**Total Program Credits** **30**

## GUEST SERVICES SPECIALIST

*Technical Certificate* (GUEST-CT)

The purpose of this program is to prepare students for employment in guest services positions including: Guest Services Representative, Guest Services Specialist, Concierge, Front Office Representative, and Front Office Lead in the hospitality industry and/or to provide supplemental training for persons previously or currently employed in these occupations. The content includes, but is not limited to, customer service, hospitality attitude, guest experience, communications, human relations, security issues, and front office operations. This technical certificate is part of the Hospitality and Tourism AS /AAS degree.

#### Credits

HFT 1254	Lodging Operations .....	3
HFT 1313+	Hospitality Property Management .....	3
HFT 1410	Hospitality Industry Accounting .....	3
HFT 2211	Managing Hospitality Resources .....	3
HFT 2600	Concepts of Hospitality Law .....	3

**Total Program Credits** **15**

## ROOMS DIVISION MANAGEMENT

*Technical Certificate* (ROOMS-CT)

The purpose of this program is to prepare students for employment within the Hospitality industry in positions involving hotel management. Positions including: Guest Services Representative, Guest Services Specialist, Concierge, Front Office Representative, and Front Office Lead in the hospitality industry and/or to provide supplemental training for persons previously or currently employed in these occupations. The content includes, but is not limited to, identifying the organization and function of the hospitality industry, performing general hotel duties, managing the front office, demonstrating use of a property management system, identifying effective selling techniques, understanding marketing and business fundamentals, developing customer service skills as well as developing communication and human relations skills. This technical certificate is part of the Hospitality and Tourism AS /AAS degree.

#### Credits

HFT 1000	Introduction to the Hospitality Industry .....	3
HFT 1254	Lodging Operations .....	3
HFT 1313	Hospitality Property Management .....	3
HFT 1410	Hospitality Industry Accounting .....	3
HFT 2211	Managing Hospitality Resources .....	3
HFT 2451	Cost Control and Purchasing .....	3
HFT 2500	Marketing in the Hospitality Industry .....	3
HFT 2600	Hospitality Law .....	3
_____++	Hospitality Management Elective .....	3
_____++	Hospitality Management Elective.....	3

**Total Program Credits** **30**

## INDUSTRIAL MANAGEMENT PROGRAMS

**Department Head:** Sue Halfhill 484-2522  
shalhill@pensacolastate.edu

**Program Contact:** Mike Cannon 484-2524  
mcannon@pensacolastate.edu

We strongly encourage you to contact the Engineering Technology Department for assistance in planning your program of study.

### INDUSTRIAL MANAGEMENT TECHNOLOGY

*Associate in Applied Science (IMT-AAS)*

This program is designed to prepare the student for initial employment as a superintendent, supervisor, foreman, coordinator, etc. or to provide supplemental management training for a person previously or currently employed in technology occupations.

#### Foundation Courses Credits

_____*	Communications (Category I) .....	3
_____*	Humanities/Fine Arts (Category II) .....	3
ECO 2013	Macroeconomics (Category III) .....	3
_____*	Natural Sciences/Mathematics (Category IV) .....	3
_____*	General (Category V) .....	3
CGS 1061C†	Introduction to Computers in Technology .....	3
_____+	Area Electives .....	3-21

#### Intermediate Courses

ETI 1701	Industrial Safety .....	3
CGS 1584**	PowerPoint Presentations .....	3
_____+	Area Electives .....	3-21

#### Advanced Courses

MNA 2345	Applied Supervision .....	3
MAN 2021	Principles of Management .....	3
COM 2100**	Business Communications or	
ENC 1210**	Technical Writing I .....	3
GEB 2430	Business Ethics .....	3
MAR 2011	Marketing .....	3
_____+	Area Electives .....	3-21

**Total Program Credits 60**

+ Area Elective: Any college credit course from one of the following prefix areas. (Some may have prerequisites. Check the course descriptions.)

BCN	CCJ	CET	CGS	CIS	CJT
COP	CTE	EET	EGS	EST	ETC
ETD	ETI	ETM	EVS	FIN	FSS
GEB	MAN	MNA	OST	SUR	

## INFORMATION TECHNOLOGY PROGRAMS

**Department Head:** Sue Halfhill 484-2522  
shalhill@pensacolastate.edu

**Program Contact:** Jim Drennen 484-2592  
JDrennen@pensacolastate.edu

Contact the Information Technology Department for assistance in planning your program of study.

### INFORMATION TECHNOLOGY (IT) SECURITY

*Associate in Science (ITSEC-AS)*

This program covers a broad expanse of technological concepts and provides individuals with the skills required to implement effective and comprehensive information security controls to protect the

confidentiality, integrity, and availability of information and information systems.

Course work includes securing network technologies and operating systems, security management, and industry best practices. Additionally, students will acquire the skills and hands-on experience with hardware and software that allow them to pursue various industry certifications.

#### General Education Credits

MAC 1105	College Algebra .....	3
PHI 2600	Ethics .....	3
HLP 1081	Concepts of Life Fitness .....	3
CCJ 1020	Intro to Criminal Justice .....	3
ENC 1101	English Composition I .....	3

#### Foundation Credits

CGS 1061C	Introduction to Computers in Technology .....	3
CTS 2149	Fundamentals of Project Management .....	3
CIS 1350	Security Awareness .....	3
COP 1510	Programming Concepts 1 .....	3

#### Intermediate

CTS 1300C	Administering Microsoft Windows Workstation .....	3
CET 1730C	Windows Server 2008 Active Directory .....	3
CET 1600C	Network Fundamentals .....	3
CET 1610C	Router Protocols & Concepts .....	3
CET 2615C	LAN Switches & Wireless .....	3
CET 2620C	Accessing the WAN .....	3
CTS 2120C	Security+ .....	3
CET 2890C	Network Defenses and Countermeasures .....	3

#### Advanced

CTS 2125C	Hardening the Infrastructure .....	3
CET 2614C	Cisco CCNA Security .....	3
CTS 2318	Information Security Management .....	3
CET 2934	Professional Project .....	3

**Total Program Credits 63**

### COMPUTER INFORMATION TECHNOLOGY

*Associate in Applied Science (CIT-AAS)*

The Computer Information Technology program prepares students by giving them a basic understanding of voice and data networks in their foundation courses. Typical job titles include computer repair technician, system administrator, network engineer, network security specialist and telecommunications specialist. By special agreement with the University of West Florida, students with an AAS Degree can continue their studies in a Bachelor of Arts Degree program. If a student plans to do so, electives should be chosen carefully with the help of the department head. UWF will also require certain additional general education course work for transferees holding the AAS Degree.

#### General Education Courses (15 credits required)

(Students may take these courses at any time during their program of study. However, only one general education course is recommended per semester.)

_____*	Communications (Category I) .....	3
_____*	Humanities/Fine Arts (Category II) .....	3
_____*	Social/Behavioral Sciences (Category III) .....	3
_____*	Mathematics (Category IV) .....	3
_____*	General (Category V) .....	3

#### Core Courses

CGS 1061C**	Introduction to Computers in Technology .....	3
CIS 1350	Security Awareness .....	3
CTS 1155	Help Desk Technician .....	3
CTS 2149	Fundamentals of Project Management .....	3
CET 2934	CIT Professional Project .....	3
_____+	Emphasis Courses .....	33

**Total Program Credits 63**

\* See General Education Course Requirements page for options.

\*\* The course has pre- or co-requisites; check Course Description Section.

† Meets Computer Competence Requirement

†† Meets Oral Communications Requirement

### +Emphasis Courses: (Total of 33 Credits)

#### General:

#### Credits

	**Programming Language Course.....	3
CET 2854C**	Wireless LANs.....	3
CTS 2106C**	LINUX+.....	3
CET 1588C**	Network + .....	3

#### Computer Technician:

CET 1178C**	PC Hardware A+ .....	3
CET 1179C**	PC Operating Systems A+ .....	3
CET 2172C**	PC Maintenance, Upgrade and Support .....	3
CET 1634C	Telecommunications Distribution Systems .....	3
EET 2084C**	Introduction to Electronics.....	3

#### Systems Administrator:

##### Microsoft Certified Systems Administrator (M.C.S.A.):

CTS 1131C**	IT Essentials.....	3
CTS 1300C	Administering Microsoft Windows Workstation ..	3
CET 1730C**	Windows Server 2008 Active Directory .....	3
CET 2731C**	Windows Server 2008 Network Infrastructure ...	3
CET 2732C**	Administer Windows Server 2008 .....	3

#### Network Administrator:

##### Cisco Certified Network Associate (C.C.N.A.): Credits

CET 1112C	Digital Fundamentals .....	3
CET 1600C	Network Fundamentals .....	3
CET 1610C**	Router Protocols and Concepts .....	3
CET 2615C**	LAN Switching and Wireless .....	3
CET 2620C**	Accessing the WAN .....	3
CET 1634C	Telecommunications Distribution Systems .....	3
EET 2084C**	Introduction to Electronics.....	3
CET 1605C**	Introduction to Cisco Internetworking .....	3

#### Security Administrator

CTS 2318**	Information Security Management .....	3
CTS 2120C**	Security + .....	3
CIS 2120C**	Principles of Information Assurance.....	3

#### Telecommunications: NCTI/VoIP/Cabling

CET 2071**	Convergence Communications: Voice, Video, and Data.....	3
CET 1634C	Telecommunications Distribution Systems .....	3
EET 2084C**	Introductions to Electronics .....	3

#### NCTI Master Cable Technician (Closed Admission)

CET 1630C	Network Cable Installation .....	2
CET 1632C	Fiber Optic Installation and Activation.....	2
EET 1033C	DC/AC Installer Technician.....	2
EET 1324C	Communications Systems Technician.....	2
EET 1325C	Communications Systems Advanced Technician..	2
EET 1330C	Transmission Lines Service Technician .....	2
EET 1371C	Telecommunications Fiber Testing and Maintenance .....	2

#### ++Cooperative Education:

CET 2947**	Networking/Telecommunications Co-op.....	1
CET 2948**	Networking/Telecommunications Co-op.....	2
CET 2949**	Networking/Telecommunications Co-op .....	3

### CABLE TECHNICIAN (VOICE AND DATA CABLING)

Technical Certificate

(CABLE-CT)

The Cable Installation technical certificate provides students with the practical skills necessary for employment as a cable installer, cable tester, cable technician, or to provide supplemental training to persons currently employed in the field. The program is composed of selected college credit courses offered within the Telecommunications Technology Associate in Applied Science degree. If desired, successfully completed coursework within the technical certificate can be transferred into an appropriate AAS program. The program prepares the student with a basic knowledge of voice and data cabling and prepares them for BICISI Level I Installer Certification.

This certificate assumes the student has a basic knowledge of computer operating systems, hardware and software.

These credits may be applied towards the Electronics Engineering Technology or Computer Information Technology AAS degree programs.

#### Required Courses

#### Credits

CET 2071**	Convergence Communications: Voice, Video, and Data.....	3
CET 1600C**	Networking Fundamentals or	
CET 1588C**	Network +.....	3
EET 2084C**	Electronics for Technology .....	3
CET 1634C	Telecommunications Distribution Systems .....	3

#### Total Program Credits

12

### NETWORKING COMMUNICATIONS (LAN)

Technical Certificate

(LAN-CT)

Network Communications (LAN) program is an 18 college credit hour certificate designed to provide students with a basic knowledge of local area networks (LAN) and prepare them for the Cisco Certified Network Associate (CCNA) certification. These credits may be applied towards the Electronics Engineering Technology, or Computer Information Technology AAS degree programs.

#### Required Courses

#### Credits

CET 1600C**	Network Fundamentals .....	3
CET 1610C**	Router Protocols & Concepts .....	3
CET 1634C	Telecommunications Distribution Systems .....	3
EET 2084C**	Introduction to Electronics.....	3
CET 2615C**	LAN Switching & Wireless .....	3
CET 2620C**	Accessing the WAN .....	3

#### Total Program Credits

18

This certificate assumes the student has a basic knowledge of computer operating systems, hardware and software.

### WIRELESS COMMUNICATIONS

Technical Certificate

(WIFI-CT)

This program is an 18 college credit hour certificate designed to provide students with a basic knowledge of wireless networking and to prepare students to work in this field. These Credits may be applied towards the Electronics Engineering Technology or Computer Information Technology AAS degree programs.

#### Foundation Courses

#### Credits

CET 2071**	Convergence Communications: Voice, Video, and Data .....	3
CET 1600C**	Networking Fundamentals .....	3

#### Intermediate Courses

CET 1634C	Telecommunications Distribution Systems .....	3
EET 2084C**	Introduction to Electronics.....	3
CET 2854C**	Wireless LANs .....	3
EET _____	Technical Elective .....	3

#### Total Program Credits

18

This certificate assumes the student has a basic knowledge of computer operating systems, hardware and software.

### INTERNET SERVICES PROGRAMS

Department Head: Sue Halfhill 484-2522  
SHalfhill@pensacolastate.edu

Program Contact: Wayne Horn 484-2021  
WHorn@pensacolastate.edu

We strongly encourage you to contact the Computer Science Department for assistance in planning your program of study.

### INTERNET SERVICES TECHNOLOGY

Associate in Applied Science

(INST-AAS)

This program prepares students for entry-level positions in Internet/Intranet related jobs. Students will be prepared for jobs such as Web Technician, Web Developer, Web Author, Website Designer, Website Manager and Internet Programmer. The program



includes foundation courses in Information Technology and Business as well as a series of technical courses in development of Web site content and Web site management.

Foundation Courses		Credits
CGS 1570+	Computer Concepts and Applications.....	3
GEB 1011	Introduction to Business .....	3
MAC 1105	College Algebra (Category IV) .....	3
GRA 2151C	Computer Graphics I .....	3
ACG 2021	Financial Accounting Principles.....	3
ECO 2013	Macroeconomics (Category III) .....	3
_____*	Communications (Category I) .....	3
_____**	General (Category V) .....	3
_____*	Humanities/Fine Arts (Category II) .....	3

#### Intermediate Courses

COP 1510**	Programming Concepts I.....	3
CGS 2069**	Fundamentals of Electronic Commerce.....	3
CET 1588C**	Network + .....	3
CGS 2874**	Web Design with Adobe Software .....	3
CGS 1700**	Introduction to Operating Systems.....	3
CTS 2433**	Database Development and Management .....	3

#### Advanced Courses

COP 2224**	C++ Programming.....	3
CGS 2822**	Scripting for the Web.....	3
CGS 2821**	Web Site Theory and Project.....	3
_____++	Technical Elective .....	6
_____+	Elective.....	3

**Total Program Credits** **63**

+ Choose SLS 1353 Generations at Work unless oral communication requirement is being satisfied by the elective.

++ Choose any course with CGS, COP, CET, GRA or CTS prefix or GEB2139

## WEB DEVELOPMENT SPECIALIST

Technical Certificate

(WEB-CT)

This program provides an opportunity to establish a basic - foundation in the field of web design and programming for employment in business, industrial and governmental institutions. Graduates are prepared for entry level positions as web technician, web development specialist trainee and web developer trainee. All courses in this program apply to the Internet Services Technology AAS program except that the AAS program requires MAC 1105, College Algebra.

Foundation Courses		Credits
CGS 1570	Computer Concepts and Applications.....	3
GEB 1011	Introduction to Business .....	3
MAT 1033	Intermediate Algebra or higher Math .....	3
GRA 2151C	Computer Graphics I .....	3

#### Intermediate Courses

COP 1510**	Programming Concepts I.....	3
CGS 2069**	Fundamentals of Electronic Commerce.....	3
CGS 2874**	Web Design with Adobe Software .....	3

#### Advanced Courses

CGS 2822**	Scripting for the Web.....	3
CGS 2821**	Web Site Theory and Project.....	3
_____+	Technical Electives .....	3
_____	Electives .....	5

**Total Program Credits** **35**

+ Choose any course with CGS, COP, CET, GRA or GEB 2139.

## LANDSCAPING AND HORTICULTURE PROGRAMS

**Department Head:** Douglas Wymer 484-1168  
dwymr@pensacolastate.edu

**Program Contact:** Amy Horner 484-1162  
acompton@pensacolastate.edu

We strongly encourage you to contact the Biological Sciences Department for assistance in planning your program of study.

## LANDSCAPE AND HORTICULTURE MANAGEMENT

Associate in Applied Science

(LAWN-AAS)

This program is designed to provide the basic skills needed by the Landscape Maintenance Industry. Students will learn plant identification, disease management, landscape installation, equipment operation, cultural practices, basic landscape design, equipment safety and management and economic skills. Periodic professional development courses will be offered to enhance the skill levels of individuals working in the industry.

General Education Courses		Credits
_____	Communications (Category I) .....	3
_____	Humanities/Fine Arts (Category II).....	3
_____	Social/Behavioral Sciences (Category III) .....	3
MAT 1033	Intermediate Algebra (Category IV).....	3
BOT 1010	General Botany (Category V).....	3
BOT 1010L	General Botany Lab .....	1

#### Foundation Courses

CGS 1050	Electronic Access to Information .....	1
HOS 1010	Introduction to Horticultural Science .....	3
ORH 2220	Turfgrass Management.....	2
ORH 2220L	Turfgrass Management Laboratory.....	1
ORH 1511	Plant Materials for Landscape Use.....	2
ORH 1511L	Plant Materials for Landscape Use Laboratory.....	1
IPM 1011	Pests and Pest Control.....	2
IPM 1011L	Pests and Pest Control Laboratory .....	1

#### Intermediate Courses

LDE 2000C	Landscape Design .....	3
GEB 1011	Introduction to Business .....	3
ORH 2866	Landscape Project Management .....	3

#### Advanced Courses

ORH 2320C	Landscape Irrigation .....	3
GLY 1010	Physical Geology .....	3
GLY 1010L	Physical Geology Laboratory .....	1
ORH 1260	Greenhouse Crop Management.....	3
ORH 1260L	Greenhouse Crop Management Laboratory.....	1
ORH 2859	Landscape Management.....	3
ORH 2859L	Landscape Management Laboratory.....	1
BUL 2241	Business Law.....	3
PCB 2030	Environmental Science.....	3
HOS 1014	Introduction to Organic Production Systems and Farming .....	1
AEB 2949	Agriculture Co-op .....	3
SPC 1006C	Basic Speaking and Listening Skills .....	1

**Total Program Credits** **64**

## LANDSCAPE AND HORTICULTURE SPECIALIST

Technical Certificate

(LSPEC-CT)

This program is designed to provide an opportunity for persons interested in the landscape and horticulture industry (landscape maintenance, golf course maintenance, nursery and greenhouse production and garden center management) to become skilled in basic horticultural practices. The Landscape Horticulture Specialist College Credit Certificate Program is 12 college credits approximately 75 hours are practical exercise and 115 hours are classroom -instruction. Topics include: plant physiology and growth, classification of plants, maintaining landscape plants and employability skills.

All courses and credits earned can be applied towards the Landscape and Horticulture Technology AAS (LAWN-AAS) degree.

For additional information call the Landscape Technology Program contact on the Pensacola Campus at 484-1162 or visit our website at [www.pensacolastate.edu](http://www.pensacolastate.edu) and search "Landscape and Horticulture Management".

\* See General Education Course Requirements page for options.

\*\* The course has pre- or co-requisites; check Course Description Section.

† Meets Computer Competence Requirement

†† Meets Oral Communications Requirement

Foundation Courses		Credits
IPM 1011**	Pests and Pest Control .....	2
IPM 1011L**	Pests and Pest Control Laboratory .....	1
HOS 1010	Introduction to Horticultural Science .....	3
ORH 1511**	Plant Materials for Landscape Use.....	2
ORH 1511L**	Plant Materials for Landscape Use Laboratory....	1
ORH 2220**	Turfgrass Management.....	2
ORH 2220L**	Turfgrass Management Laboratory .....	1
<b>Total Program Credits</b>		<b>12</b>

## LANDSCAPE AND HORTICULTURE PROFESSIONAL

Technical Certificate

(LPROF-CT)

This program is designed to provide an opportunity for persons interested in the landscape and horticulture industry (landscape maintenance, golf course maintenance, nursery and greenhouse - production and garden center management) to become skilled in basic horticultural practices. The Landscape and Horticulture Professional College Credit Certificate Program is 18 college credits, approximately 75 hours are practical exercises and 190 hours are classroom instruction. Topics include: plant physiology and growth, classification of plants, maintaining landscape plants, fertilizing plants, managing a pest control program, pruning and shaping plants and employability skills. All courses and credits earned can be applied towards the Landscape and Horticulture Technology AAS (LAWN-AAS) Degree.

For additional information call the Landscape Program contact on the Pensacola Campus at (850) 484-1162 or visit our website at [www.pensacolastate.edu](http://www.pensacolastate.edu) and search "Landscape and Horticulture Management".

Foundation Courses		Credits
IPM 1011**	Pest and Pest Control.....	2
IPM 1011L**	Pest and Pest Control Laboratory.....	1
HOS 1010	Introduction to Horticultural Sciences .....	3
ORH 1511**	Plant Materials for Landscape Use.....	2
ORH 1511L**	Plant Materials for Landscape Use Laboratory....	1
ORH 2220**	Turfgrass Management.....	2
ORH 2220L**	Turfgrass Management Laboratory .....	1
Advanced Courses		
ORH 2866	Landscape Project Management .....	3
LDE 2000C	Landscape Design .....	3
<b>Total Program Credits</b>		<b>18</b>

## LANDSCAPE AND HORTICULTURE TECHNICIAN

Technical Certificate

(LTECH-CT)

This program is designed to provide an opportunity for persons interested in the landscape and horticulture industry (landscape maintenance, golf course maintenance, nursery and greenhouse production and garden center management) to become skilled in basic horticultural practices. The Landscape and Horticulture Technician College Credit Certificate Program is 30 college credits, approximately 215 hours are practical exercise and 275 hours are classroom instruction. Topics include: plant physiology and growth, classification of plants, maintaining landscape plants, fertilizing plants, managing a pest control program, pruning and shaping plants, plan, install, and employability skills. Topics for the Landscape Specialization include: planning, installing and maintaining landscape irrigation systems, analyzing and organizing landscape projects and laying out and installing landscapes.

All courses and credits earned can be applied towards the Landscape and Horticulture Technology AAS (LAWN-AAS) degree. For additional information call the Landscape Technology Program Contact on the Pensacola Campus, (850) 484-1162 or visit our website at [www.pensacolastate.edu](http://www.pensacolastate.edu), and search "Landscape and Horticulture Management".

Foundation Courses		Credits
IPM 1011	Pests and Pest Control .....	2
IPM 1011L	Pests and Pets Control Laboratory .....	1
HOS 1010	Introduction to Horticultural Science .....	3
ORH 1511	Plant Materials for Landscape Use.....	2
ORH 1511L	Plant Materials for Landscape Use .....	

	Laboratory .....	1
ORH 2220	Turfgrass Management .....	2
ORH 2220L	Turfgrass Management Laboratory .....	1
CGS 1050	Electronic Access to Information.....	1
Advanced Courses		
ORH 2820C	Landscape Irrigation.....	3
ORH 2866	Landscape Project Management.....	3
ORH 1260	Greenhouse Crop Management .....	3
ORH 1260L	Greenhouse Crop Management Laboratory .....	1
ORH 2859	Landscape Management .....	3
ORH 2859L	Landscape Management Laboratory .....	1
LDE 2000C	Landscape Design .....	3
<b>Total Program Credits</b>		<b>30</b>

## MASSAGE THERAPY PROGRAM

Department Head: Roy Bracken 484-1013  
rbracken@pensacolastate.edu

Program Contact: Sonja McCall-Strehlow 484-1642  
smccall-strehlow@pensacolastate.edu

Contact the Professional Service Careers Department for assistance in planning your program of study.

## MASSAGE THERAPY

Career and Technical Certificate

(MT-VC)

The professional Massage Therapy Program teaches the art and science of massage therapy, while also teaching sound business practices, which prepare students for success in the marketplace. You learn more than massage techniques. You learn how to tap into your compassion so you can put those techniques into practice for the greater good. That's the highest education standard of all. This program has an eight-month day vocational certificate program and a twelve month night vocational certificate program designed to prepare graduates to sit for the Florida Massage Therapy license examination. This program is designed to meet the need for qualified massage therapists in hospitals, clinics, nursing homes, chiropractic centers, cosmetology salons, sports medicine clinics, and rehabilitation/physical therapy providers. Program graduates will be able to practice independently or can work in other health-related settings.

In the professional Massage Therapy Program, students learn light-energy work as well as deep-tissue modalities, spa therapies, infant massage, Shiatsu, and how to treat specific pain and dysfunction such as carpal tunnel syndrome, low back pain, and headaches. Massage Therapists also provide services to special needs populations such as athletes, the elderly, and pregnant women, as well as a holistic approach to health and healing.

This Therapeutic Massage Program combines the student's knowledge of massage with specific training in the treatment of sports injuries, pathology, medical terminology, and documentation as well as anatomy and physiology and massage interventions. It also highlights spa therapy training in spa treatments and spa operations. Students will learn body treatments which will include body exfoliations, body masks, hydrotherapy, and body wraps. Bodywork techniques will include stone massage, lymphatic drainage, Shiatsu, reflexology, and deep tissue. Upon completion of this program, graduates will be marketable to resort destination, day, medical, and cruise ship spas.

Admission to this program is based upon receipt date of completed application requirements. Once a particular class is full, the remaining qualified applicants are automatically listed as alternates for that class. If the applicant is not seated, he/she is offered admission in the next available class.

Foundation Courses		Credits
MSS 0001	Introduction to Massage Therapy .....	2
MSS 0253C	Massage Therapy I .....	3
MSS 0215	Legal and Ethical Compliance to Florida Law.....	1
MSS 0602	Massage Therapy Entrepreneurship .....	1

**Intermediate Courses**

MSS 0254C	Massage Therapy II .....	2
MSS 0160C	Massage Therapy Muscle Anatomy and Kinesiology .....	3

**Advanced Courses**

HSC 0591	AIDS/OSHA for Health Professionals .....	1
MSS 0260	Massage Therapy III .....	4
MSS 0260L	Massage Therapy III Clinic .....	3
MSS 0156	Anatomy & Physiology .....	2
MSS 0272	Medical Massage .....	1
MSS 0300	Hydrotherapy, Spa Theory & Techniques .....	1
MSS 0960L	National Board Prep .....	1

**Total Program Credits** **25**

## MECHANICAL DESIGN AND FABRICATION PROGRAMS

**Department Head:** Sue Halfhill **484-2522**  
shalhalfill@pensacolastate.edu

**Program Contact:** Mike Cannon **484-2524**  
mcannon@pensacolastate.edu

We strongly encourage you to contact the Engineering Technology Department for assistance in planning your program of study.

### MECHANICAL DESIGN & FABRICATION (ENGINEERING TECHNOLOGY)

*Associate in Applied Science (MECH-AAS)*

The Mechanical Design & Fabrication degree prepares a student for a career in the computerized machining and fabrication industry. The core courses provide a basis for employment in a variety of manufacturing areas some of which include Computer Aided Design (CAD), Computer Aided Manufacturing (CAM), Computerized Machining, Production Welding, Metal Fabrication, computerized millwright in wood, plastics and composite materials. Specific software used in this technical program include AutoCAD, PlasmaCAM, MASTERCAM-X Mill, Lathe, Router and SolidWorks. In this high demand industry our objective is to teach students proficiency in the set-up and operation of state of the art CNC machining and turning centers. The students will use a Haas VF-2 CNC Mill, Haas TL-1 CNC Lathe, a CNC plasma cutter and a CNC gantry table router. The Mechanical Design & Fabrication program provides students with unique skills and opportunities for employment in local and regional industries. A student can also acquire practical working experience by participating in our Co-op opportunities with local manufacturers.

<b>General Education (15 credits)</b>		<b>Credits</b>
_____ *	Communications (Category I) .....	3
_____ *	Humanities/Fine Arts (Category II) .....	3
_____ *	Social/Behavioral Sciences (Category III) .....	3
MAT 1033	Intermediate Algebra (Category IV) .....	3
_____ *	General (Category V) .....	3

**Engineering Technology Core (12 credits)**

CGS 1061C††	Introduction to Computers in Technology .....	3
EGS 1111	Engineering Graphics .....	3
EET 2084C**	Introduction to Electronics .....	3
GEB 2112	Entrepreneurship .....	3

**Technical Core (33 credits)**

ETI 2415	Woodworking Processes (MASTERCAM Router) .....	4
ETI 2416	Metal Working Processes (Welding & Fabrication) .....	4
ETI 2411**	Manufacturing Processes CNC Machining/ MASTERCAM-Lathe .....	4
ETI 2412**	Fabrication Processes (MASTERCAM Art) .....	4
ETI 2414**	Computer-Aided Manufacturing MASTERCAM-Mill 2-D & Solidworks .....	4
ETD 2364	Computer-Aided Design 3-D	

	(SolidWorks) .....	4
ETI 1933	Special Topics in Mechanical Design .....	3
***	Electives .....	6

**Total Program Credits** **60**

**\*\*\*Suggested Electives**

GEB 1011	Introduction to Business .....	3
ETI 2949	Manufacturing Technology Co-op .....	3
ETI 2947	Manufacturing Technology Co-op .....	1
ETI 1701	Industrial Safety .....	3
ETI 1931	Special Topics in Mechanical Design .....	1

\*\*\* Contact Program Coordinator for approval of additional electives.

**CNC MACHINIST**

*Technical Certificate (CNC-CT)*

This technical certificate utilizes four essential core courses used in the Mechanical Design & Fabrication AAS degree. The CNC Machinist Certificate reflects the culmination of those learned skills and proficiencies that allow a student to set-up and operate CNC machinery and turning centers at the entry level. The core courses provide training on a Haas VF-2 Mill, a Haas TL-1 Lathe, and on a CNC plasma cutter. Complete the requirements for this certificate to get a head start in the field as a CNC Machinist. There are many employment opportunities in the local and regional area in this field of study.

While working on your classes you may choose to co-op to gain valuable working experiences as you learn. In addition you are building a solid foundation for the companion two-year AAS degree in Mechanical Design & Fabrication. In short, this technical certificate can be completed in one semester allowing you to start a new career within a short amount of time. All the courses used in the CNC Machinist Technical Certificate are also applicable to the Mechanical Design & Fabrication AAS degree. Additional skills you will learn are aircraft sheet metal riveting; metal fabrication; manual machining and production; and MIG, TIG, and gas welding. The goal of this certificate program is to certify current technology entry level skills in the machining and fabrication industry.

Credits

EGS 1111	Engineering Graphics .....	3
ETI 2416	Metal Working Processes (Welding & Fabrication) .....	4
ETI 2411**	Manufacturing Processes (CNC Machining/ MasterCam -Lathe) .....	4
ETI 1931	Special Topics in Mechanical Design .....	1

**Total Program Credits** **12**

**COMPUTERIZED WOODWORKING**

*Technical Certificate (CNCW-CT)*

This technical certificate encompasses four essential core courses in the Mechanical Design & Fabrication AAS degree. The Computerized Woodworking Certificate reflects the culmination of those learned skills and proficiencies for a student to set-up and operate the CNC machinery used in non-metal fabrication at the entry level. The core courses provide training on various woodworking equipments and on a CNC gantry mill router.

Completion of the requirements for this certificate provides a head start in this technical field as a CNC operator. There are many employment opportunities in the local and regional area in this field. While working on these core courses, an individual may also choose to co-op to gain valuable working experiences while learning. Additionally, a solid foundation for the companion two-year AAS degree in Mechanical Design & Fabrication is being built. In short, this technical certificate can be completed in one semester allowing one to start a new career rapidly. The four courses that comprise the Computerized Woodworking Technical Certificate are all applicable to the Mechanical Design & Fabrication two year AAS degree. Other skills learned in this certificate program are graphic arts as applied to sign making, MasterCam Art to generate 3-D designs for the CNC router and computer drafting with AutoCAD. The goal of this certificate program is to certify current technology entry level skills in the machining and fabrication industry in non-metal fabrications.

\* See General Education Course Requirements page for options.

\*\* The course has pre- or co-requisites; check Course Description Section.

† Meets Computer Competence Requirement

†† Meets Oral Communications Requirement

Credits		
EGS 1111	Engineering Graphics .....	3
ETI 2415	Woodworking Processes (MASTERCAM Router) .....	4
ETI 2412**	Fabrication Processes (MASTERCAM ART) .....	4
ETI 1931	Special Topics in Mechanical Design .....	1
<b>Total Program Credits</b>		<b>12</b>

## MECHANICAL DESIGNER/PROGRAMMER

*Technical Certificate (MECH-CT)*

This technical certificate utilizes four essential core courses used in the Mechanical Design & Fabrication AAS degree. The Mechanical designer / programmer certificate reflects the culmination of those learned skills and proficiencies that allow a student to become proficient in Solidworks 3-D design & MasterCam programming. At completion students are prepared to take the solidworks certificate exam. The core courses provide training in MasterCam Mill 2-D, Mill 3-D and two classes in solidworks. Students will process their designs on various Haas machining centers, CNC router and the PlasmaCutter. Complete the requirements for this certificate to get a head start in the field as a Mechanical Designer. There are many employment opportunities in the local and regional area in this field of study. While working on your classes you may choose to co-op to gain valuable working experiences as you learn. This certificate can be completed in two semesters allowing you to start a new career as a Mechanical Designer/Programmer. All courses used in the certificate are also applicable to the Mechanical Design & Fabrication AAS degree. Additional skills you will learn to apply toward your education is metal fabrication, CNC machining and Welding. This certificate program will prepare you for a career in industrial machining and fabrication.

We strongly encourage that you contact the Engineering Technology Department for assistance in your decision to take coursework and in the planning of your program of study.

Credit		
EGS 1111	Engineering Graphics .....	3
ETI 2414	Computer Aided Manufacturing (MasterCam Mill 2-D & Solidworks) .....	4
ETD 2364	Computer Aided Design 3-D (MasterCam Mill 3-D & Solidworks) .....	4
ETI 1931	Special Topics in Mechanical Design .....	1
<b>Total Program Credits</b>		<b>12</b>

## MEDICAL ASSISTING

**Department Head:** Christa Ruber 484-2321  
cruber@pensacolastate.edu

**Program Director:** Dale Brewer 484-2221  
dbrewer@pensacolastate.edu

*Career and Technical Certificate (MEDAS-VC)*

This one-year certificate program prepares students for employment as medical assistants and is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). CAAHEP may be contacted by writing or calling: Commission on Accreditation of Allied Health Education programs, 1361 Park Street, Clearwater, FL 33756. Telephone (727) 210-2350.

### SPECIAL REQUIREMENTS

All program requirements must be met before a student is eligible for admission. One class of 25 students, per year is accepted. Seats are allotted to qualified students on a first qualified/first served basis.

Term I – Fall		Credits
MEA 0322	Computers in the Medical Office .....	3
MEA 0230	Medical Terminology with Anatomy and Physiology .....	3
BSC 0070	Structure and Function .....	2
MEA 0222C	Medical Assisting Theory and Practice I .....	3
MEA 0270C	Medical Office Procedures I .....	4

### Term II – Spring

MEA 0200C	Medical Assisting Theory and Practice II .....	3
MEA 0232**	Pharmacology Terminology .....	3
MEA 0334**	Medical Insurance and Coding .....	2
MEA 0234**	Basic Pathophysiology .....	3
MEA 0271C	Medical Office Procedures II .....	4

### Term III – Summer

MEA 0201C**	Medical Assisting Theory and Practice III .....	3
MEA 0801L**	Medical Assisting Preceptorship .....	8
MEA 0960	Medical Assisting Exam Review .....	3

**Total Program Credits 44**

## MEDICAL OFFICE PROGRAMS

**Department Head:** Christa Ruber 484-2321  
cruber@pensacolastate.edu

**Program Contact::** Donna Flynn 484-2223  
dflynn@pensacolastate.edu

Contact the Allied Health Department for assistance in planning your program of study.

## HEALTH SERVICES MANAGEMENT

*Associate in Applied Science (HSM-AAS)*

Health Services Management graduates work in the administrative support areas of the health field. Positions include professional duties in hospitals, clinics, insurance companies, pharmaceutical firms and doctor's offices. Health Services Management professionals have little or no direct patient contact, but provide business and administrative services "behind the scenes" by managing insurance, payroll, patient admissions, billings, regulatory reports, marketing, auxiliary services and other similar administrative functions.

### SPECIAL REQUIREMENTS

Admission to this program is limited. All program requirements must be met before a student is eligible for admission. One class per year is accepted. Seats are allotted to qualified students on a first qualified/first served basis.

Term I – Fall		Credits
CGS 1570+	Computer Concepts and Applications .....	3
	Communications (Category I) .....	3
HSC 1531	Medical Terminology .....	3
BSC 1080	Essentials of Anatomy & Physiology (Category V) .....	3
BSC 1080L	Essentials of Anatomy & Physiology Lab .....	1
HSC 1590	AIDS/OSHA for Health Professionals .....	1

### Term II – Spring

ACG 2021	Financial Accounting .....	3
HIM 1442	Pharmacology .....	2
COM 2100***††	Business Communications .....	3
HSC 2550**	Pathophysiology .....	4
LIS 1004	Introduction to Internet Research .....	1

### Term III – Summer

	* Humanities/Fine Arts (Category II) .....	3
	* Mathematics (Category IV) .....	3

### Term IV – Fall

OST 1464	Computerized Medical Office Systems .....	2
HIM 2282C**	Coding and Classification Systems .....	3
HIM 2620**	Medical Statistics and Financial Applications .....	3
HIM 2512	Health Information Management & Supervision .....	3
ACO 1806**	Payroll Accounting .....	3

### Term V – Spring

HIM 2500C	Quality Improvement in Healthcare .....	2
OST 1461**	Medical Office Practice .....	3
HIM 2253**	Outpatient Reimbursement Methodologies and Third-Party Payer .....	4
HSC 2641	Health Care Law .....	3
ECO 2023	Microeconomics (Category III) .....	3

**Total Program Credits 62**

**MEDICAL OFFICE ADMINISTRATION***Associate in Applied Science**(MDSC-AAS)*

This program prepares students to work in the administrative support area of the healthcare field with a strong emphasis on medical records transcribing. Job responsibilities include greeting patients, scheduling appointments, managing medical records, transcribing dictation, preparing correspondence and assisting physicians with reports, speeches, articles and conference proceedings. They also record simple medical histories, arrange for patients to be hospitalized and order supplies. Most medical office assistants need to be familiar with insurance rules, billing practices and hospital or laboratory procedures.

**FIRST YEAR**

<b>Term I – Fall</b>		<b>Credits</b>
LIN 1670C	Traditional English Grammar (Category I) .....	3
CGS 1570+	Computer Concepts and Applications.....	3
OST 1713**	Word Processing.....	3
HIM 1442	Pharmacology .....	2
HSC 1531	Medical Terminology.....	3

**Term II – Spring**

COM 2100++	Business Communications .....	3
HSC 2641	Health Care Law .....	3
BSC 1080	Essentials of Anatomy and Physiology .....	3
BSC 1080L	Essentials of Anatomy and Physiology Lab .....	1
	Humanities (Category II) .....	3

**SECOND YEAR**

<b>Term I – Fall</b>		
HIM 2253	Outpatient Reimbursement and Methodologies .4	
	* Natural Science/Math (Category IV) .....	3
HSC 1590	AIDS/OSHA for Health Professionals .....	1
ECO 2023	Macroeconomics (Category III) .....	3
OST 1464	Computerized Medical Office Systems .....	2

**Term II – Spring**

ACG 2021	Financial Accounting.....	3
SLS 1353	Generations at Work (Category V).....	3
OST 1461	Medical Office Practice .....	3
OST 1611	Medical Transcription I .....	3
OST 2135	Medical Documents.....	2

**Term III – Summer**

OST 1612**	Medical Transcription II .....	3
OST 1613**	Medical Transcription III .....	3
OST 1614	Medical Transcription IV .....	3

**Total Program Credits** **63**

The courses with identified categories meet general education requirements.

**MEDICAL RECORDS TRANSCRIBING***Applied Technical Diploma**(MDTR-ATD)*

This certificate, college-credit program is designed to prepare students for employment as medical transcriptionists. Positions include opportunities with hospitals, outpatient clinics, physician's offices, independent transcription services, as well as ancillary facilities such as nursing homes. Students wishing to continue their education may take additional courses to earn a two-year Associates in Applied Science (AAS) degree.

**SPECIAL REQUIREMENTS**

Persons interested in the program should contact the Health Programs Admission office at the Warrington campus. Applications must be returned to this office.

<b>Term I – Fall</b>		<b>Credits</b>
LIN 1670C	Traditional English Grammar or higher .....	3
CGS 1570	Computer Concepts and Applications or	
OST 1713	Word Processing I .....	3

HSC 1531	Medical Terminology .....	3
BSC 1080	Essentials of Anatomy & Physiology .....	3
BSC 1080L	Essentials of Anatomy & Physiology Lab .....	1

**Term II – Spring**

OST 1611**	Medical Transcription I .....	3
OST 1461**	Medical Office Practice .....	3
OST 2135	Medical Documents .....	2
HSC 1590	AIDS/OSHA for Health Professionals.....	1
HIM 1442	Pharmacology .....	2

**Term III – Summer**

OST 1612**	Medical Transcription II.....	3
OST 1613**	Medical Transcription III .....	3
OST 1614	Medical Transcription IV.....	3

**Total Program Credits** **33**

The courses with identified categories meet general education requirements.

\* Electives based on general education distribution requirements.

\*\* The course has pre- or co-requisites, check Course Description Section.

**NURSING PROGRAMS**

**Director of Nursing:** Dusti Sluder **484-2253**  
dsluder@pensacolastate.edu

**Assistant Director of Nursing:** Judith L Evans **471-4511**  
jlevans@pensacolastate.edu

**RN Program Coordinator:** Angela Sanders **484-2255**  
asanders@pensacolastate.edu

We strongly encourage you to contact the Health Admission Specialist for assistance in planning your program of study.

**NURSING (ASSOCIATE DEGREE) R.N.***Associate in Science**(RN-AS)*

The Nursing faculty believes that associate in science degree nursing graduates contribute necessary, unique and skilled competencies to the health care system. The Department of Nursing's mission is to provide quality educational opportunities for students seeking to enter the healthcare arena and to meet the healthcare needs of the community. Classes and clinical are offered day, evenings and/or weekends so graduates will be eligible to apply to the National Council Licensure Examination for Registered Nurses. The Associate Degree program is accredited by the National League for Nursing Accrediting Commission, Inc., 3343 Peachtree Road NE, Suite 850, Atlanta GA 30326.

**SPECIAL ADMISSION REQUIREMENTS**

Students seeking admission to the program must complete application to the College and the program. Admission to this program is limited by student/faculty ratios and availability of clinical resources. All application requirements must be completed before a student will be considered for admission to the nursing program. Admission is based on first qualified, first accepted. Students are required to pass a criminal background check and a urine drug screen prior to clinical experiences. Applicants who have an arrest record (other than a minor traffic violation) should be aware that they may not be permitted to sit for the licensing examination NCLEX-RN after graduation. The Florida Board of Nursing determines eligibility for NCLEX after receiving an individual's application to take NCLEX. Refer to [www.doh.state.fl.us/mqa/nursing/nur\\_faq.html](http://www.doh.state.fl.us/mqa/nursing/nur_faq.html) for questions.

Students may substitute BSC 1094 and BSC 1094L by completing BSC 1080 and BSC 1086 Essentials of Anatomy and Essentials of Anatomy Lab.

Progression to the clinical component of the program is contingent upon submission of satisfactory physical examination/immunization forms and current (American Heart Association only) CPR certification at the Health Care provider level.

\* See General Education Course Requirements page for options.

\*\* The course has pre- or co-requisites; check Course Description Section.

† Meets Computer Competence Requirement

†† Meets Oral Communications Requirement

## ELIGIBILITY FOR ADMISSION REQUIREMENTS:

- Minimum 2.5 cumulative grade point average
- Composite score of 75% on HESI A2 components: Reading, grammar, vocabulary, math, Anatomy and Physiology
- REQUIREMENTS FOR PROGRESSION:
- Progression through the ADN program requires:
- "C" or higher in courses in the curriculum;
- "C" or higher in all corequisites and prerequisites;
- Current CPR certification at the Health Care Provider level (American Heart Association) only
- Minimum score of 90% on a dosage calculation examination semester 1 and 3 of nursing courses prior to clinical rotations.
- Satisfactory level of mental and physical health, including current immunizations, Hepatitis B vaccinations; yearly TB testing and ability to meet Performance Standards
- Passing a criminal background check and a urine drug screen prior to clinical experience.

Students who do not meet progression requirements must withdraw from the ADN program and apply for readmission.

## REQUIREMENTS FOR READMISSION:

Students who interrupt the specified progression through the program of study must apply for readmission to the program. Contact the Assistant Director of Nursing for specific instructions.

The following courses must be completed prior to enrolling in any core course of the Registered Nursing Program and completed with a grade requirement of a minimum of "C" in each course and a cumulative grade of 2.75 for the seven courses:

Credits		
ENC 1101	English Composition I (Category I).....	3
DEP 2004	Human Growth and Development .....	3
BSC 1093	Anatomy and Physiology I .....	3
BSC 1093L	Anatomy and Physiology I Laboratory .....	1
BSC 1094	Anatomy and Physiology II.....	3
BSC 1094L	Anatomy and Physiology II Laboratory .....	1
MAC 1105	College Algebra or	
STA 2023	Elementary Statistics (Category IV) .....	3
(STA 2023 is recommended for anyone who may be interested in pursuing a Bachelor of Science in Nursing)		

### Term I

NUR 1020C	Introduction to Nursing.....	8
NUR 1511	Mental Health Nursing I.....	1
HUN 1201	Elements of Nutrition (Category V).....	3

### Term II

NUR 1211C	Adult Health Nursing I .....	8
MCB 1000	Applied Microbiology.....	3
MCB 1000L	Applied Microbiology Laboratory .....	1

### Term III

NUR 2212C	Adult Health Nursing II.....	6
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### Term IV

NUR 2440C	Maternal-Child Health Nursing .....	6
NUR 2213C	Adult Health Nursing III .....	6

### Term V

NUR 2523C	Mental Health II .....	3
SYG 2000	Introduction to Sociology (Category III).....	3
	Humanities (Category II).....	3
NUR 2811L	Transitional Practice/Preceptorship .....	4

**Total Program Credits** **72**

## CAREER MOBILITY OPTION

*Associate in Science*

*(RNCM-AS)*

and

## PARAMEDIC TO RN

*Associate in Science*

*(RNP-AS)*

The Career Mobility Option is designed to give the licensed practical nurse (LPN) and the certified paramedic the opportunity to complete the associate degree nursing program in four semesters of nursing.

## SPECIAL ADMISSION REQUIREMENTS

Admission to this program is limited by student/faculty ratios and availability of clinical resources; therefore, students seeking admission to this program option must complete application to both the College and the program. All application requirements must be completed before a student will be considered for admission to this program option. Admission is based on first qualified, first accepted. Students are required to pass a criminal background check and a urine drug screen prior to clinical experiences.

Eligibility for admission requires:

- Minimum 2.5 cumulative grade point average
- Composite score of 75% on HESI A2 components: Reading, grammar, vocabulary, math, Anatomy and Physiology
- Current unencumbered Florida licensure as a Practical Nurse or current unencumbered Florida certification as a Paramedic
- Completion of all prerequisites with a "C" or higher

Progression to the clinical component of the program is contingent upon submission of satisfactory physical examination, immunization forms and current CPR certification at the Health Care Provider level (American Heart Association only).

(For information on the requirements for Progression, Readmission and Academic Eligibility, see Nursing (Associate Degree) RN program.)

The following courses must be completed prior to enrolling in any core course of the Registered Nursing Program and completed with a grade requirement of a minimum of "C" in each course and a cumulative grade of 2.75 for the required courses:

## Required Prerequisites

## Credits

DEP 2004	Human Growth and Development .....	3
BSC 1093**	Anatomy and Physiology I .....	3
BSC 1093L**	Anatomy and Physiology I Laboratory .....	1
BSC 1094**	Anatomy & Physiology II .....	3
BSC 1094L**	Anatomy & Physiology I Laboratory.....	1
MAC 1105	College Algebra or	
STA 2023	Elementary Statistics (Category IV) .....	3
(STA 2023 is recommended for anyone who may be interested in pursuing a Bachelor of Science in Nursing)		
ENC 1101	English Composition (Category 1) .....	3

### Term I

NUR 2003C**	Career Mobility Nursing Concepts .....	4
NUR 1511**	Mental Health Nursing I .....	1
MCB 1000	Applied Microbiology .....	3
MCB 1000L	Applied Microbiology Laboratory .....	1
HUN 1201	Elements of Nutrition (Category V) .....	3

### Term II

NUR 2212C	Adult Health Nursing II .....	6
	Humanities/Fine Arts (Category II) .....	3
SYG 2000	Introduction to Sociology (Category III) .....	3

### Term III

NUR 2213C	Adult Health Nursing III .....	6
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NUR 2440C\*\* Maternal-Child Health Nursing ..... 6

#### Term IV

NUR 2811L\*\* Transitional Practice/Preceptorship ..... 4

NUR 2523C Mental Health II ..... 3

**Total Program Credits** ..... **60**

+ Upon completion of the Career Mobility Option, an additional 12 semester hours are granted. Thus, the student graduating from the Mobility Option earns 72 semester credits for the Associate Science Degree.

## PERIOPERATIVE NURSING

*Advanced Technical Certificate*

(PERI-ATC)

This advanced certificate is designed for the registered nurse who has had no previous experience in the Operating Room. At the completion of this course, it is expected that the nurse will be able to practice independently at the beginning level in a perioperative position. Course content includes knowledge and skills required to provide care to patients having surgical intervention during the preoperative, intraoperative and postoperative period. Emphasis will be placed on performing those functions directly related to scrubbing and circulating for selected surgical procedures.

NSP 2290C Perioperative Nursing ..... 9

**Total Program Credits** ..... **9**

## NURSING ASSISTANT

*Career and Technical Certificate*

(NA-VC)

The Nursing Assistant program consists of three courses taken in the same semester. This program provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, occupation-specific skills specific to patient care. Successful completion of this program prepares the student for certification for employment as a Certified Nursing Assistant in a nursing home, in accordance with 464.203, of the Florida Statutes. Courses are taught by a qualified Registered Nurse.

### SPECIAL ADMISSION REQUIREMENTS

Admission to this program is limited by special accreditation requirements and/or the availability of clinical resources. Therefore, students seeking admission to the program must complete application to both the College and the Nursing Assistant program. All application requirements must be completed before a student will be considered for admission to the Nursing Assistant program. Students must successfully complete the TABE at the 10th grade level (exclusion based on previous college courses or degrees may apply), have a high school diploma or GED equivalent, and an overall 2.0 grade point average.

### PROGRAM PROGRESSION

Students must earn a "C" or better in all classes to continue to progress to completion of the program. Background check, drug screen and health form, and appropriate immunizations, are required for all applicants. Students whose drug screening and criminal background checks are deemed unsatisfactory may be denied access to clinical experiences by the clinical agencies. Failure to qualify for and meet clinical requirements at clinical sites will prevent completion of the program. Withdrawal from the program may be necessary if students cannot be placed for clinical experiences, and withdrawal for these reasons after drop/add period will not include reimbursement of tuition and fees.

#### Required Courses

#### Credits

HSC 0005 Orientation to Health Sciences .....1

HCP 0120C Nursing Assistant ..... 3

MEA 0230 Medical Terminology with A & P ..... 3

**Total Program Credits** ..... **7**

## PRACTICAL NURSING

*Career and Technical Certificate*

(LPN-VC)

This program prepares the student to perform safe nursing care as a practical nurse under the direction of a registered nurse or a licensed physician. Entry-level skills are acquired through classroom instruction and supervised experience in the laboratory and hospital. The program completers are eligible to take the National Council Licensure Examination for Practical Nurses.

### SPECIAL ADMISSION REQUIREMENTS

Admission to this program is limited by student/faculty ratios and availability of clinical resources; therefore, students seeking admission to the program must complete application to both the College and the program. All application requirements must be completed before a student will be considered for admission to the nursing program. Admission is based on first qualified, first accepted. Students are required to pass a Florida Criminal Background check and a urine drug screen prior to clinical experiences.

### ELIGIBILITY FOR ADMISSION REQUIREMENTS

- Minimum 2.0 cumulative grade point average
- Minimum raw scores of 24 on Judgment and Comprehension (reading), 36 on Academic Aptitude and 42 on Natural Science on the Practical Nursing Entrance Exam
- Minimum score of 23 on the Health Related Math Exam.

Progression to the clinical component of the program is contingent upon submission of satisfactory physical examination/immunization forms and current CPR certification at the Health Care Provider level. (American Heart Association)

### REQUIREMENTS FOR PROGRESSION

Progression through the Practical Nursing Program requires:

- 2.0 cumulative GPA
- minimum grade of "C" in all courses required in the curriculum
- fulfillment of all course prerequisites and corequisites
- satisfactory level of mental and physical health, including current immunizations, Hepatitis B vaccinations, yearly TB testing and ability to meet Technical Standards/Physical Abilities
- current CPR certification at the Health Care Provider (American Heart Association) only.
- satisfactory urine drug screen and criminal background check

Students who do not meet progression requirements must withdraw from the Practical Nursing Program and apply for readmission.

### REQUIREMENTS FOR READMISSION

Students who interrupt the specific progression through the program of study must apply for readmission to the program.

Readmission requires:

1. Letter addressed to the Assistant Director of Nursing requesting readmission. The letter should include reason for leaving the program, what the individual has done to maintain knowledge and skills, and an action plan for success of the readmission.
2. Space availability in the nursing program.
3. Academic eligibility;
  - A 2.0 cumulative grade point average
  - No more than one grade of "D", "F", or "W" in a nursing course. (For reentry purposes only, a "W" received when failing a course is considered a course failure.) If a

\* See General Education Course Requirements page for options.

\*\* The course has pre- or co-requisites; check Course Description Section.

† Meets Computer Competence Requirement

†† Meets Oral Communications Requirement



student has been dismissed from clinical and /or the PN program for unethical, immoral, illegal, or unsafe clinical practice, readmission will be determined on an individual basis.

4. Completion of a reentry contract which will require:
  - Minimum score of 90% on the first attempt of a drug - calculation exam; no second attempts
  - Minimum score of 75% on the first attempt of content mastery exam, testing knowledge of previously passed courses.
  - Successful demonstration of practicum skills from previously passed courses.
5. Ability to meet and comply with standards and policies in the current College Catalog and Nursing Student Handbook.
6. Satisfactory completion of a urine drug screen and background check: the cost of both are the responsibility of the student.

Term I – Summer		Credits
PRN 0065C	Practical Nursing Foundations I.....	4
HSC 0591	AIDS/OSHA for Health Professionals.....	1
PRN 0030	Pharmacology I/Medical Terminology.....	1

Term II – Fall		Credits
BSC 0070	Structure and Function.....	2
PRN 0015	Interpersonal Relationships for Nurses .....	1
PRN 0066C	Practical Nursing Foundations II .....	7
PRN 0200C	Practical Nursing I.....	7

Term III – Spring		Credits
PRN 0201C	Practical Nursing II.....	8
PRN 0202C	Practical Nursing III .....	8

Term IV – Summer		Credits
PRN 0100C	Practical Nursing IV.....	5
PRN 0904	Practical Nursing Seminar .....	1
<b>Total Program Credits</b>		<b>45</b>

## SURGICAL TECHNOLOGY

*Career and Technical Certificate (SURG-VC)*

The Surgical Technology program prepares the student to perform as a member of the surgical team who works closely with surgeons, anesthesiologist, registered nurses and other surgical personnel in delivering patient care and assuming appropriate responsibilities before, during and after surgery.

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

### SPECIAL ADMISSION REQUIREMENTS

Admission to this program is limited by special accreditation requirements, student/faculty ratios and availability of clinical resources; therefore, students seeking admission to the program must complete application to both the College and the program. All application requirements must be completed before a student will be considered for admission to the Surgical Technology program. Admission is based on first qualified, first accepted.

### ELIGIBILITY FOR ADMISSION REQUIRES

- Acceptable score on the Nelson Denny Reading Test (composite score of 11.0 is required);
- Completion of the Test of Adult Basic Education (TABE).
- 2.0 grade point average

Progression to the clinical component of the program is contingent upon submission of satisfactory physical examination/immunization forms and current CPR certification at the Health Care Provider (American Heart Association).

### REQUIREMENTS FOR PROGRESSION

Progression through the ST program requires:

- "C" or higher in all courses in the curriculum;
- Satisfactory completion of all corequisites and prerequisites;

- Current CPR certification at the Health Care Provider (American Heart Association).
- Satisfactory level of mental and physical health, including current immunizations, Hepatitis B vaccinations, yearly TB testing, and ability to meet Performance Standards.

Students who do not meet progression requirements must withdraw from the ST program and apply for readmission.

### REQUIREMENTS FOR READMISSION

Students who interrupt the specified progression through the program of study must apply for readmission to the program.

Readmission requires:

- Receipt of completed "Request for Re-Entry to the ST program" form. a minimum of three months prior to the expected date of reentry;
- Space availability in the program;
- Academic eligibility;
- a minimum 2.0 cumulative grade point average;
- if a student has withdrawn from or failed clinical and/or the ST program for unethical, immoral, illegal, or unsafe - clinical -practice, readmission will be determined on an individual basis.
- no longer than 12 months elapse from initial admission term to date of graduation.
- Ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
- Satisfactory urine drug screen and criminal background check.

\* The cost of both are the responsibility of the student.

Term I		Credits
HSC 0005	Orientation to the Health Sciences .....	1
BSC 0070	Structure and Function .....	2
STS 0804	Basic Microbiology .....	2
STS 0003C**	Introduction to Surgical Technology .....	6
MEA 0230	Medical Terminology with A & P .....	3
HSC 0591	AIDS/OSHA for Health Professionals .....	1

Term II		Credits
STS 0120**	Surgical Specialties I .....	4
STS 0256L**	Surgical Procedures Clinical I .....	9
STS 0803C**	Pharmacology and Anesthesia .....	2

Term III		Credits
STS 0121**	Surgical Specialties II .....	1
STS 0256L**	Surgical Procedures Clinical II .....	6
STS 0122**	Surgical Specialties III .....	1
STS 0257L**	Surgical Procedures Clinical III .....	6

<b>Total Program Credits</b>		<b>44</b>
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## OFFICE PROGRAMS

**Department Head:** Linda Bloom 484-2504  
lbloom@pensacolastate.edu

We strongly encourage you to contact the Business Department for assistance in planning your program of study.

### OFFICE ADMINISTRATION

*Associate in Applied Science (OFIS-AAS)*

The Office Administration program is designed to prepare students for employment as administrative assistants, secretaries, executive secretaries, legal secretaries, medical secretaries, or employment in positions in office automation.

Foundation Courses		Credits
CGS 1570+	Computer Concepts and Application (Category V).....	3
OST 1100**	Keyboarding I .....	3
_____*	Humanities/Fine Arts (Category II) .....	3
_____*	Communications (Category I).....	3
_____*	Natural Sciences/Mathematics (Category IV) .....	3
SLS 1353	Generations at Work .....	3

**Intermediate Courses**

OST 1110**	Keyboarding II.....	3
COM 2100++	Business Communications .....	3
OST 1713**	Word Processing I .....	3
ECO 2013	Macroeconomics (Category III) .....	3
ACG 2001	Accounting I.....	3
CGS 2510**	Spreadsheet .....	3
OST 1355	Records Management.....	3
CTS 2101*	Windows .....	3
MAN 2021	Principles of Management.....	3
-----	Business Elective .....	3
(select OST or CGS prefix courses)		

**Advanced Courses**

OST 2717**	Word Processing II .....	3
OST 2402**	Office Procedures .....	3
OST 1821	Business Applications for Desktop Publishing .....	3
CGS 1584**	PowerPoint Presentations for Business .....	3
OST 2943	Office Systems Internship or .....	
OST 2949	Office Systems Co-op.....	3

**Total Program Credits** **63**

**OFFICE MANAGEMENT**

*Technical Certificate (CLERK-CT)*

The purpose of this one-year college credit certificate program is to prepare students for employment in a clerical position. The content prepares individuals to use computers in a variety of activities - including correspondence and compiling and keying reports, application forms and other data from clerical records. It includes instruction in filing, posting information to records, sorting and distributing mail, answering telephones and an introduction to computer concepts as an integral part of modern business.

**SPECIAL REQUIREMENTS**

After completing college testing requirements, students should consult a business counselor or the Business Department head. (All students must be able to key at a speed of 35 wpm or successfully complete OST 1100 before taking OST 1110.)

<b>Foundation Courses</b>		<b>Credits</b>
CGS 1570	Computer Concepts and Applications.....	3
ENC 1101	English Composition I or	
LIN 1670C	Traditional English Grammar .....	3
OST 1100	Keyboarding I .....	3

**Intermediate Courses**

COM 2100	Business Communications .....	3
OST 1713	Word Processing I .....	3
OST 1110**	Keyboarding II .....	3
CGS 2510**	Spreadsheet .....	3
OST 1355	Records Management or	
CTS 1401**	Database with Microsoft Access .....	3

**Advanced Courses**

OST 1821	Business Applications for Desktop Publishing ...	3
OST 2402	Office Procedures .....	3

**Total Program Credits** **30**

**PARALEGAL/LEGAL PROGRAMS**

**Department Head:** Linda Bloom **484-2504**  
lbloom@pensacolastate.edu

**Program Contact:** James Hightower **484-1367**  
jhightower@pensacolastate.edu

We strongly encourage you to contact the Business Department for assistance in planning your program of study.

**PARALEGAL STUDIES (LEGAL ASSISTING)**

*Associate in Science (LEGAL-AS)*

The legal assistant—also referred to as a "paralegal"—has become, in less than two decades, an integral part of the legal profession. This

program equips its graduates to function both as an attorney's general assistant and as a highly competent specialist in a particular area of law.

In addition to 16 hours of general education courses, all students must complete 48 hours of core courses.

Courses are structured and scheduled so that a student should be able to enter the program on either a full or part-time basis in any day or night term.

<b>Foundation Courses</b>		<b>Credits</b>
CGS 1570	Computer Concepts & Applications .....	3
ENC 1101	English Composition I (Category I).....	3
PLA 1003	The Legal Profession.....	3
-----*	Social/Behavioral Sciences (Category III) .....	3
-----*	Natural Sciences/Mathematics (Category IV) .....	3
-----*	Humanities/Fine Arts (Category II).....	3
-----*	General (Category V) .....	3
SPC 1006C††	Basic Speaking and Listening Skills .....	1
PLA 1104**	Legal Research and Writing I.....	3
PLA 1273**	Torts I.....	3

**Intermediate Courses**

PLA 1303**	Criminal Law and Procedure.....	3
PLA 1700	Legal Ethics.....	3
PLA 2423**	Contracts .....	3
PLA 2601**	Probate .....	3
PLA 2880**	Constitutional Law.....	3
PLA 1203**	Civil Litigation I .....	3

**Advanced Courses**

PLA 2114A**	Legal Research and Writing II.....	3
PLA 2610**	Real Estate Law.....	3
PLA 2800**	Domestic Relations.....	3
PLA 2730**†	Computers in Legal Drafting and Research .....	3
PLA -----	Electives .....	6

**Total Program Credits** **64**

**Electives:**

CJJ 2002	Juvenile Justice.....	3
PLA 2276	Torts II .....	3
PLA 2260	Evidence.....	3
PLA 2433	Business Organizations .....	3
PLA 2364	Forensic Science Survey .....	3
PLA 2943***	Law Office Internship or	
PLA 2949***	Legal Assisting Co-op .....	3

Courses may be offered more often than stated above. Summer offerings vary year to year.

\* See General Education Course Requirements

\*\* This course has pre or co-requisites, check Course Descriptions Sections.

\*\*\* Permission Required. Only one may be taken for credit.

**PHARMACY TECHNICIAN PROGRAM**

**Department Head:** Christa Ruber **484-2301**  
cruber@pensacolastate.edu

**Program Contact:** Jennifer Moore **484-2346**  
jmoore@pensacolastate.edu

We strongly encourage you to contact the Allied Health Department for assistance in planning your program of study.

**PHARMACY TECHNICIAN**

*Advanced Technical Diploma (PHRM-ATD)*

Pharmacy Technicians are trained Health Care professionals who work in both institutional and community pharmacy settings under the supervision of a pharmacist. Pharmacy technicians assist pharmacists in dispensing medications and are accountable to the supervising pharmacist who is legally responsible through state licensure for the care and safety of patients served by the pharmacy.

\* See General Education Course Requirements page for options.

\*\* The course has pre- or co-requisites; check Course Description Section.

† Meets Computer Competence Requirement

†† Meets Oral Communications Requirement

Pharmacy technician job duties include providing medication and other health care products to patients and working with third party and doctors' offices in resolving adjudication of patients' insurance or state program. Pharmacy technicians often do the routine tasks associated with preparing prescribed medication and providing drugs to patients, but may also do compounding of medications, doctor calls, expense and medication orders, returns and expired credits, and non-licensed pharmacy management. State rules and regulations as well as job policies and procedures define the functions and responsibilities of pharmacy technicians.

### SPECIAL ADMISSION REQUIREMENTS

Student enrollment in the program is limited. The number of students in each class shall be determined by the availability of space, equipment, qualified faculty, and institutional and community clinical facilities necessary for a meaningful education. Only one class per year is accepted. Program acceptance is based on selection from all qualified applicants meeting the minimum criteria on a first-qualified/first-seated basis. All applicants who meet the established criteria will be accepted into the program. However, not all will be guaranteed seats in the class of their choice if the application is not completed in a timely fashion.

Minimum requirements for eligibility to the program include high school diploma or GED. Applications for both the College and program must be on file. Applicants must have a GPA of 2.0 or higher. Final admission to the program is contingent upon submission of satisfactory physical examination/immunization forms, a federal background check and a drug screen. Admissions information packets are available on the Pensacola State College website. Contact the Pharmacy Technician program director, Ms. Jennifer Moore, at (850) 484-2346 or the Admissions Office for details at (850) 484-2210.

The following courses must be completed with a minimum "C" or higher grade prior to any core courses of the Pharmacy Technician Program.

Term I		Credits
BSC 1080	Essentials of Anatomy & Physiology .....	3
ENC 1101	English Composition I.....	3
CGS 1570	Computer Concepts & Applications.....	3
HSC 1531	Medical Terminology .....	3
Term II		
PTN 1001	Introduction to Pharmacy.....	3
PTN 1017	Pharmacy Technician Math .....	3
PTN 1121	Therapeutic Agents I.....	3
PTN 1212	Basic Business Skills in Pharmacy Technology .....	3
Term III		
PTN 1122C	Therapeutic Agents II.....	3
PTN 1131	Applied Pharmacy Practice .....	3
PTN 1131L	Applied Pharmacy Practice Lab.....	3
PTN 1930	Pharmacy Seminar .....	1
PTN 1940L	Pharmacy Practicum I.....	2
Term IV		
PTN 1941L	Pharmacy Practicum II .....	3
PTN 1942L	Pharmacy Practicum III.....	3
<b>Total Program Credits</b>		<b>42</b>

**Note:** CPR for Health Care Providers must be taken prior to starting clinicals. All courses must be completed with a minimum "C" or higher grade. \*Additionally, you need the Florida Postsecondary Education College Readiness Test (PERT) scores on file or equivalent course work for Math (MAT 0028 or higher). Please check with the Testing Center for more information.

## PHLEBOTOMY PROGRAM

**Department Head:** Christa Ruber 484-2301  
cruber@pensacolastate.edu

**Program Contact:** Wilma Duncans-Burnett 484-2216  
wduncans-burnett@pensacolastate.edu

We strongly encourage you to contact the Health Sciences Department for assistance in planning your program of study.

### PHLEBOTOMY

*Career and Technical Certificate (PHLEB-VC)*

This Career and Technical Certificate program is designed to train participants in the basic and supporting skills of the phlebotomist. Skills will include: specimen collection by venipuncture and capillary puncture, basic anatomy and physiology, infection control, safety and patient relations.

### SPECIAL REQUIREMENTS

Admission to this program is limited by clinical assignments. All program requirements must be met before a student is eligible for admission. Two classes per year are accepted. Seats are allotted to qualified students on a first qualified/first served basis. All qualified students will be accepted into the program, but their seats may not be available in the year of their choice.

Details of the program requirements and all forms needed are available from the Health Programs Admission Office on the Warrington Campus or on the Pensacola State College website, www.pensacolastate.edu. The minimum requirements include: applications to the College and program, high school diploma or GED, appropriate transcripts on file, a minimum composite college level GPA of 2.0 and a minimum age of 18. All students must satisfactorily pass a federal background check, drug screen, physical examination/immunization record, and a front/back copy of a current American Heart Association Basic Life Support card. There is a technical standard for the clinical portion of the program and other clinical restrictions may apply.

The program information packet is available on the college website for answers to frequently asked questions, program schedule and more specific details.

Required Courses		Credits
MLT 0042C	Phlebotomy .....	2
MLT 0042L	Phlebotomy Clinical .....	4
<b>Total Program Credits</b>		<b>6</b>

## PHOTOGRAPHIC PROGRAM

**Department Head:** Krist Lien 484-2554  
klien@pensacolastate.edu

**Program Coordinator:** Mark Francis 484-2552  
mfrancis@pensacolastate.edu

Contact the Visual Arts Department for assistance in planning your program of study.

### PHOTOGRAPHIC TECHNOLOGY

*Associate in Applied Science (PHOT-AAS)*

This program is meant to train students for careers in the current and emerging fields of commercial/artistic photography in all its forms, from wet-chemistry to digital procedures in both color and black/white. Emphasis is placed on technical competence, aesthetics and creative approach.

Foundation Courses		Credits
ART 1201C	Two Dimensional Design .....	3
ENC 1101	English Composition I (Category I) .....	3
PGY 2401C	Photography I .....	3
GRA 2151C†	Computer Graphics I .....	3
ART 1300C	Drawing I .....	3
_____*	General (Category V) .....	3
Intermediate Courses		
PGY 1000	History of Photography (Category II) .....	3
PGY 1110C**	Color, Materials and Methods .....	3
PGY 2404C**	Photography II .....	3
PGY 2220C**	Commercial Photography I .....	3
PGY 2801C**	Digital Photography I .....	3
_____*	Social/Behavioral Sciences (Category III) .....	3
_____*	Natural Sciences/Mathematics (Category IV) .....	3
GRA 2770C	Creative Design and Communication .....	3
PGY 2600C**	Techniques of Photojournalism .....	3
SPC 1608††	Public Speaking or	
SPC 2300	Interpersonal Communication .....	3
Advanced Courses		
PGY 2802C**	Digital Photography II .....	3
PGY 2107C**	Large Format Camera .....	3
PGY 2221C**	Commercial Photography II .....	3
PGY 2272C**	Photography Seminar .....	3
ART 2905	Portfolio .....	3
_____	Art Electives (PGY, ART, GRA) .....	1
<b>Total Program Credits</b>		<b>64</b>

## PHYSICAL THERAPIST ASSISTANT PROGRAM

**Department Head:** Christa Ruber 484-2301  
cruber@pensacolastate.edu

**Program Contact:** Cena Harmon 484-2303  
charmon@pensacolastate.edu

We strongly encourage you to contact the Health Sciences Department for assistance in planning your -program of study.

### PHYSICAL THERAPIST ASSISTANT

*Associate in Applied Science (PTA-AAS)*

The physical therapist assistant is a skilled technical health care worker, who under the supervision of a registered physical therapist carries out a planned patient care program. Duties of the physical therapist assistant include: training patients in exercise and activities of daily living; conducting treatments utilizing special equipment; assisting in performing tests, evaluations and treatment procedures; and observing the patient's responses and reporting to the supervising physical therapist. This program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association.

### SPECIAL ADMISSIONS REQUIREMENTS

Student enrollment in the program is limited. The number of students in each class shall be determined by the availability of space, equipment, qualified faculty and hospital and clinical facilities necessary for a meaningful education. Only one class per year is accepted. Program acceptance is based on selection from all qualified applicants meeting the minimum criteria on a first-qualified/first served basis. After the allotted seats for each class are filled, the applicants meeting the minimum criteria will be guaranteed a seat in the next starting class. All applicants who meet the established criteria will be accepted into the program. However, not all will be guaranteed seats in the class of their choice if the application is not completed in a timely fashion. Minimum requirements for eligibility to the program include high school diploma or GED. Applications for both the College and program must be complete and the appropriate transcripts must be on file.

Applicants must have a GPA of 2.5 or higher and have completed prerequisite course work with "C's" or better. Finally, applicants must provide documentation of 48 hours of observation of physical therapy in three different venues. Final admission to the program is contingent upon submission of satisfactory physical examination/immunization forms, a federal background check and a drug screen. Admissions information packets are available on the Pensacola State College website. Contact the PTA program director, Cena Harmon, at (850) 484-2303 or the Admissions Office for details at (850) 484-2210.

**Note: W 00753 CPR for Health Care Providers must be taken prior to starting clinical.**

**All courses must be completed with a minimum "C" or higher grade.**

The following courses must be completed with a minimum "C" or higher grade prior to any core courses of the Physical Therapist Assistant Program:

Preliminary Courses		Credits
BSC 1093	Anatomy & Physiology I (Category V) .....	3
BSC 1093L	Anatomy & Physiology I Lab (Category V) .....	1
ENC 1101	English Composition I (Category I) .....	3
MAC 1105	College Algebra (Category IV) .....	3
HLP 1081	Concepts of Life Fitness .....	3
+	Humanities/Fine Arts (Category II) .....	3
<b>Total</b>		<b>16</b>
+ This course is not prerequisite for the program but will be necessary for the AAS degree		

Term I-Fall		Credits
PHT 1000	Introduction to Physical Therapy .....	3
PHT 1120	Functional Anatomy & Kinesiology .....	3
PHT 1120L	Functional Anatomy & Kinesiology Lab .....	2
PHT 1251	Basic Skills in Patient Care .....	2
PHT 1251L	Basic Skills in Patient Care Lab .....	2
LIS 1004	Introduction to Internet Research .....	1
DEP 2004	Human Growth & Development (Category III) ...	3

Term II-Spring		
PHT 1210C	Therapeutic Modalities .....	3
PHT 1253	Neuromuscular Therapeutic Techniques I .....	1
PHT 1253L	Neuromuscular Therapeutic Techniques I Lab ...	2
PHT 1224	Musculoskeletal Therapeutic Techniques I .....	3
PHT 1224L	Musculoskeletal Therapeutic Techniques I Lab ...	2
PHT 1801	PTA Clinic I .....	1
HSC 1590	AIDS/OSHA/ME/DV .....	1
BSC 1094	Anatomy & Physiology II .....	3
BSC 1094L	Anatomy & Physiology II Lab .....	1
_____	CPR (CEU) .....	

Term III-Fall		
PHT 2162	Neuromuscular Therapeutic Techniques II .....	1
PHT 2162L	Neuromuscular Therapeutic Techniques II Lab ..	2
PHT 2933C	Special Topics in Rehabilitation I .....	2
PHT 2227C	Musculoskeletal Therapeutic Techniques II .....	2
PHT 2810	PTA Clinic II .....	6

Term IV-Spring		
PHT 2932	Transition Seminar .....	2
PHT 2401	Psychosocial Issues of the Disabled .....	2
PHT 2934C	Special Topics in Rehabilitation II .....	2
PHT 2820	Clinic III .....	6

**Total Program Credits** **74**

\* See General Education Course Requirements page for options.  
\*\* The course has pre- or co-requisites; check Course Description Section.

† Meets Computer Competence Requirement  
†† Meets Oral Communications Requirement

## RADIOGRAPHY PROGRAM

**Department Head:** Christa Ruber 484-2321  
cruber@pensacolastate.edu

**Program Contact:** Marilyn Coseo 484-2305  
mcoseo@pensacolastate.edu

We strongly encourage you to contact the Allied Health Department for assistance in planning your program of study.

### RADIOGRAPHY

*Associate in Applied Science (XRAY-AAS)*

The 23 month full-time curriculum has been designed to assist students in developing and mastering basic clinical competencies and theoretical concepts of current radiography practice. Graduates receive an AAS Degree in Radiologic Technology and are eligible to sit for the national examination given by the American Registry of Radiologic Technologists. The American Registry of Radiologic Technologists certification is recognized throughout the country. The Radiography program is fully accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182.

### SPECIAL ADMISSIONS REQUIREMENTS

Admission to this program is limited. All program requirements must be met before a student is eligible for admission. One class per year is accepted. Seats are allotted to qualified students on a first qualified/first served basis.

Application packets are available from the Health Programs Admissions Office (484-2210) on the Warrington Campus or the Pensacola State College website at [www.pensacolastate.edu/healthprograms](http://www.pensacolastate.edu/healthprograms). Next, scroll to the Radiography Information Packet.

Minimum requirements for eligibility to the program include high school diploma or GED and satisfactory scores on diagnostic tests in reading and computation skills.

When a student completes all sections of the application process and meets minimum criteria, they will be provisionally accepted into the program and assigned a seat in the next available class. Therefore, it is important to complete the application, testing and transcript acquisition process as soon as possible. The student will be notified of their provisional acceptance in a timely manner. Final admission into the program is contingent upon submission of satisfactory physical examination/immunization forms, drug screen and criminal background check.

Core courses with an RTE prefix may not be taken on a Pass/Fail option.

Requirements for the Associate in Applied Science Degree for Hospital Based Radiographer graduates:

Pensacola State College provides a means for graduates of JRCERT accredited Hospital-based two-year programs who are currently registered Radiologic Technologist to pursue an Associate Degree. To qualify, the applicant must submit an application to the College and the Allied Health Department. The applicant must also submit an official transcript to the College and hold a current RT registration without restriction. Once the applicant has completed the required general education courses, he or she would receive 62 credits and would be awarded the Associate in Applied Science degree. Please contact the Allied Health Department for advising.

**Note: W00753 CPR for Health Care Providers must be taken during first term of program prior to starting any clinical.**

**General Education Courses (all except math and communications may be taken any term)** Credits

MAT 1033 Intermediate Algebra (or higher math) (Category IV)(should be taken during first summer term) .....3

PSY 2012 General Psychology (Category III).....3  
\* Communications (Category I) (should be taken during first summer term) .....3  
\* Natural Sciences Course (Category V) (BSC 1005 preferred) .....3  
\* Humanities/Fine Arts (Category II) .....3

### FIRST YEAR

### Credits

#### Summer

W 00753 CPR for Health Care Providers .....3  
MAT 1033 Intermediate Algebra .....3  
\* Communications(Category 1) .....3  
HSC 1590 AIDS/OSHA for Health Professionals .....1

#### Fall

RTE 1111C Radiographic Nursing Procedures.....3  
RTE 1000 Introduction to Radiologic Technology .....1  
RTE 1613 Radiographic Physics .....1  
RTE 1503\*\* Radiographic Positioning I .....2  
RTE 1702\*\* Radiographic Anatomy and Physiology I .....2  
RTE 1804 Radiography Clinic I .....5

#### Spring

RTE 1513 Radiographic Positioning II.....2  
RTE 1712\*\* Radiographic Anatomy and Physiology II.....2  
RTE 1418C Principles of Radiographic Exposure .....3  
RTE 2212+ Computer Applications in Radiology.....1  
RTE 1814\*\* Radiography Clinic II .....5

#### Summer

RTE 1562 Radiographic Special Procedures .....2  
RTE 1824\*\* Radiography Clinic III .....2  
RTE 1834\*\* Radiography Clinic IV .....3

### SECOND YEAR

#### Fall

RTE 2931++ Radiographic Critique I .....2  
RTE 2722 Radiographic Anatomy and Physiology III .....2  
RTE 2523 Radiographic Positioning III .....2  
RTE 2563 Advanced Radiographic Procedures II .....3  
RTE 2601\*\* Radiographic Imaging I .....2  
RTE 2844\*\* Radiography Clinic V .....4

#### Spring

RTE 2572 Advanced Radiographic Procedures I .....2  
RTE 2473 Introduction to Radiation Safety and Quality Assurance .....1  
RTE 2602\*\* Radiographic Imaging II .....2  
RTE 2782 Applied Radiographic Pathophysiology .....2  
RTE 2385 Radiation Biology .....1  
RTE 2854 Radiography Clinic VI .....4

**Total Program Credits**

77

## RECREATION PROGRAM

**Department Head:** Tom Leonard 484-2074  
tleonard@pensacolastate.edu

**Program Contact:** Doug Rogers 484-1317  
drogers@pensacolastate.edu

We strongly encourage you to contact the History/Languages/Social Sciences Department for assistance in planning your program of study.

### RECREATION TECHNOLOGY

*Associate in Science*

(REC-AS)

This degree prepares students for employment as recreation leaders, activity directors, group recreation workers, or recreation facility staff. The degree program would also be beneficial to persons who might desire to obtain a bachelor's degree in a human performance or a recreational major at a later date.

#### Foundation Courses

#### Credits

ENC 1101 English Composition I (Category I) .....3

LEI 1141	Introduction to Recreation and Leisure Services	3
	* Natural Sciences/Mathematics (Category IV) .....	3
	† Computer Competence Requirement.....	1
PEO 1011	Team Sports.....	3
	* Humanities/Fine Arts (Category II) .....	3
HLP 1081	Concepts of Life Fitness.....	3
PEO 1031	Individual Sports .....	3
PEO 2013C	Sports Officiating.....	3
	Recreation Technology Electives.....	3
	(select from HLP, PEL, PEM, PEN, PEQ, PET, SLS)	

### Intermediate Courses

	* Social/Behavioral Sciences (Category III) .....	3
	* General (Category V) .....	3
	*†† Oral Communication Requirement.....	1
HSC 2400	First Aid and Injuries .....	3
LEI 1541	Outdoor Recreation Management.....	3
	Recreation Technology Electives.....	8
	(select from HLP, PEL, PEM, PEN, PEQ, PET, SLS)	

### Advanced Courses

PET 2622	Care and Prevention of Athletic Injuries.....	3
LEI 2730	Adaptive/Therapeutic Recreation or	
PEQ 2105C	Management of Aquatic Programs.....	3
	+ Recreational Technology Elective .....	9
	(select from HSC 2100, HUN, 1201,	
	HUS 400, MAR 2011, MNA 1161, OST 1821)	

**Total Program Credits** **64**

### +Recreation Technology Electives:

HLP 2947	MAR2011	PEM 1102	PEN 1121	SLS 1101
HLP 2948	MNA1161	PEM 1131	PEN 1122	HSC2100
PEL 1121	PEM 1132	PEQ 2105C	HLP 2949	PEL 2122
PEM 1171	PET 2941	HUN 1201	PEL 2341	PEM 1181
PET 2942	HUS2400	PEL2342	PEN 1114	PET 2943

**Note:** In addition to the Recreation Technology Electives listed above, other courses may be approved as electives. Students should consult program contact regarding elective choices.

## SONOGRAPHY PROGRAM

**Department Head:** Christa Ruber **484-2321**  
cruber@pensacolastate.edu

**Program Contact:** Liesa Bromet **484-2251**  
lbromet@pensacolastate.edu

We strongly encourage you to contact the Allied Health Department for assistance in planning your -program of study.

### SONOGRAPHY (DIAGNOSTIC MEDICAL SONOGRAPHY)

Associate in Applied Science (SON-AAS)

The Diagnostic Medical Sonography AAS two-year curriculum is designed to prepare graduates to exercise initiative and independent judgment in the performance of sonographic examinations.

Graduates are encouraged to pursue registry with the American Registry of Diagnostic Medical Sonography (ARDMS). Information regarding the registry can be found at [www.ardms.org](http://www.ardms.org). The program is actively seeking accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Instruction is consistent with Curriculum Frameworks as administered by the Florida Department of Education.

### SPECIAL REQUIREMENTS

Admission to this program is limited by special accreditation requirements and/or the availability of clinical assignments. All program requirements must be met before a student is eligible for admission. One class per year is accepted. Seats are allotted to qualified students on a first qualified/first served basis. All qualified students will be accepted into the program, but their seats may not be available in the year of their choice.

Details of the program requirements and all forms needed are available from the Health Programs Admission Office on the Warrington Campus or on the Pensacola State College website,

[www.pensacolastate.edu](http://www.pensacolastate.edu). The minimum requirements include: application to both the College and program, high school diploma or GED, appropriate transcripts on file, minimum score of 55 on both the reading and math segments of the Health Occupations Basic Entrance Test (HOBET), information sheet, completion of all pre-requisite courses with a minimum grade of "C", and a minimum composite college level GPA of 2.50.

Applicants who have completed a program in an allied health care field that is patient care related at an associates level or higher may qualify for special admission requirements. The information packet details this articulation agreement.

Immediately prior to the clinical portion of the program all students must satisfactorily pass a federal criminal background check, drug screen, physical examination/immunization record, and hold a current American Heart Association CPR for health care provider card. There is a technical standard for the clinical portion of the program and other clinical restrictions may apply.

The program information packet is available on the college website for answers to frequently asked questions, program schedule and more specific details.

The following courses must be completed with a minimum "C" or higher grade and a minimum GPA of 2.75 for all prerequisite courses prior to assignment of a seat in the Sonography Program:

### Prerequisites Credits

BSC 1093**	Anatomy and Physiology I.....	3
BSC 1093L**	Anatomy and Physiology I Laboratory .....	1
MAC 1105	College Algebra (Category IV) .....	3
PHY 1025**	Introduction to Fundamentals of Physics (Category V) .....	3
ENC 1101	English Composition I (Category I) .....	3

### Term I

BSC 1094**	Anatomy and Physiology II .....	3
BSC 1094L**	Anatomy and Physiology II Laboratory .....	1
HSC 1590	AIDS/OSHA for Health Professionals .....	1
	* Humanities/Fine Arts (Category II).....	3
	* Social/Behavioral Sciences (Category III) .....	3
SON 1004C**	Basic Procedures.....	4

### Term II

SON 1100C**	Principles and Protocols of Sonography .....	4
SON 1170**	Sonography of the Circulatory System .....	3

### Term III

SON 1211**	Medical Sonography Physics I.....	3
SON 1111**	Abdominal Sonography I.....	3
SON 1121**	OB/GYN Sonography I .....	3
SON 1214**††	Practical Aspects of Sonography I.....	3
SON 1804**	Sonography Clinic I .....	3

### Term IV

SON 1212**	Medical Sonography Physics II .....	3
SON 1112**	Abdominal Sonography II .....	3
SON 1122**	OB/GYN Sonography II.....	3
SON 1215**††	Practical Aspects of Sonography II.....	3
SON 1814**	Sonography Clinic II.....	3

### Term V

SON 1144**	Superficial Structures .....	3
SON 1824C**	Sonography Clinic III .....	4

**Total Program Credits** **72**

\* See General Education Course Requirements page for options.  
\*\* The course has pre- or co-requisites; check Course Description Section.

† Meets Computer Competence Requirement  
†† Meets Oral Communications Requirement

# VETERINARY TECHNOLOGY PROGRAM

**Department Head:** Douglas Wymer 484-1168  
dwymer@pensacolastate.edu

**Program Director:** Jeannie Peden 471-4673  
jpeden@pensacolastate.edu

**Email Contact:** veterinarytech@pensacolastate.edu

We strongly encourage that you contact the program director or the biology department for assistance in planning your program of study. This information is subject to change.

## VETERINARY TECHNOLOGY PROGRAM

*Associated in Science*

(VET-AS)

This two year, full-time program prepares students to perform entry-level skills as a Veterinary Technician. These skills are mastered through classroom instruction and supervised laboratory instruction. Each student will be assigned to a clinical work site throughout the program. The core courses of the program begin in August of each year. Prior to starting core courses students must have completed these general education courses ENC1101 (English Composition I), MAC1105 (College Algebra) and ZOO 1010 (General Zoology with ZOO 1010L ZOO lab.) Other required general education courses can be taken prior to graduation. Students must also complete 30 hours of veterinary clinical work or volunteer experience prior to acceptance into the program. The veterinary clinic observation form can be found in the application packet. Students are advised to contact the department at veterinarytech@pensacolastate.edu to assess progress. The complete information packet and application process can be found at [www.pensacolastate.edu/vettech/](http://www.pensacolastate.edu/vettech/) Please read the application procedures carefully and use the student checklist provided.

The following prerequisite courses must be completed prior to enrolling in any core courses of the Veterinary Technology Program and completed with a grade requirement of "C" or better in each course and a cumulative grade of 2.0 overall.

General Education Courses	Credits
MAC 1105 College Algebra (or higher math) and .....	3
ENC 1101 English Comp I (Category I) .....	3
ZOO 1010/L General Zoo and General Zoo Lab (Category V) .....	4

**The following general education courses must be completed prior to graduation from the program with a "C" or better.**

_____ Humanities/Fine Arts (Category II).....	3
_____ Social/Behavioral Sciences (Category III).....	3

+PHI 2600 recommended

++HSC 2100 or DEP 2004 or PSY 2012 recommended

### Term I

ATE 1110 Animal Anatomy and Physiology .....	3
ATE 1110L Animal A&P Lab.....	1
ATE 1650C Introduction to Clinical Procedures .....	3
ATE 1311+ Veterinary Office Procedures and Terminology .....	3
ATE 1050++ Canine and Feline Behavior.....	2

### Term II

ATE 1636 Large Animal Clinical Procedures .....	3
ATE 1636L Large Animal Clinical Procedures Lab .....	1
ATE 2618 Small Animal Diseases.....	3
ATE 2632 Small Animal Clinical Procedures II .....	3
ATE 2632L Small Animal Clinical Procedures Lab II .....	1
ATE 1612 Large Animal Medicine.....	3
ATE 1941L Clinical Work Experience I .....	1

### Term III

ATE 2722 Avian, Exotic, Small Mammals and Fish.....	2
ATE 2671 Laboratory Animal Medicine .....	2
ATE 2671L Laboratory Animal Medicine Lab.....	1
ATE 1942L Clinical Work Experience II.....	1

### Term IV

ATE 2634 Small Animal Clinical Procedures III .....	3
ATE 2634L Small Animal Clinical Procedures Lab III.....	1
ATE 2630 Pharmacology .....	4
ATE 2710 Veterinary Emergency Medicine .....	3
ATE 2943L Clinical Work Experience III .....	1

### Term V

ATE 2020 Contemporary Clinical Issues.....	3
ATE 2635 Small Animal Clinical Procedures IV .....	3
ATE 2635L Small Animal Clinical Procedures Lab IV .....	1
ATE 2501 Professional Development Seminar .....	2
ATE 2511 The Human Animal Bond.....	2
ATE 2944L Clinical Work Experience IV.....	1

**Total Program Credits**

**73**

**Note:** Clinical Work Experience will require that the student spend four hours per week at an approved clinical site each semester.

## DISTANCE LEARNING (eLearning)

Pensacola State College recognizes that the population served by the College is changing. Work and family responsibilities, coupled with the current economic environment, are making it more difficult to travel and otherwise conform to the traditional time and place-bound model of higher education. The College is also aware of the impact new technologies are having on the ways students learn, communicate, and live their daily lives. The College is committed to providing all students with a consistent, comprehensive, and user friendly eLearning environment to maximize scheduling flexibility and reduce travel time.

The extent to which students may engage in “eLearning” is described in the following course models:

- **Distance Learning Courses:** No campus visits are required. All distance learning courses carry an \$8.33 per credit-hour Distance Learning Fee in addition to tuition. Distance learning courses have section numbers in the 9500s, 9600s, or 9700s. (Note, BAS and BSN distance learning courses have section numbers in the 7100s.)
- **Hybrid Courses:** Campus visits are reduced and substituted with online instruction. Hybrid courses do not carry a Distance Learning Fee and have section numbers in the 2400s. (Note, BAS and BSN hybrid courses have section numbers from 7000–7049.)
- **Traditional Courses:** The vast majority of college-credit courses now incorporate some degree of eLearning methods and technology. Although traditional courses meet on-campus for all instruction, instructors often include supplemental course materials via the internet.

### Distance learning courses may be suitable for you if

- your schedule does not allow you to take traditional college classes.
- you have excellent time management skills.
- you are self-motivated.
- you have a working knowledge of computer technology and the Internet.
- you have routine access to a computer off-campus with a reliable Internet connection (broadband access recommended, i.e., cable or DSL).

### All Pensacola State College distance learning courses

- are fully accredited college courses.
- offer the same credits as on-campus classes.
- are fully transferable.
- can be applied toward graduation requirements.
- are the same as courses taught on-campus in terms of academic rigor.
- are delivered completely online.

### Important things to do prior to registration

- Visit the Pensacola State College eLearning website for additional information: [www.pensacolastate.edu/elearning](http://www.pensacolastate.edu/elearning).
- Complete the eLearning Course Preview on the eLearning website.

For questions regarding eLearning at Pensacola State College, call (850) 484-1238 or email, [elearning@pensacolastate.edu](mailto:elearning@pensacolastate.edu).

## DUAL ENROLLMENT/ EARLY COLLEGE

Dual Enrollment/Early College provides the opportunity for qualified high school students to enroll in Pensacola State College courses while concurrently enrolled in high school. Students can receive both high school and college credit for these courses. This program is open to students from public high schools, accredited private schools, or approved home education programs, who are in the eleventh or twelfth grade, have an un-weighted grade point average of 3.0 or above to enroll in college credit courses, or a 2.5 un-weighted grade point average to enroll in career and technical certificate courses, and who meet the state-designated college placement test scores. Dual Enrollment/Early College students are allowed to complete a maximum of 60 credit hours that meet high school graduation requirements. After the completion of 60 hours, students wishing to remain at Pensacola State College must apply, register, and pay fees as a regular student.

**Concurrent Enrollment:** This is a special category designed for public, private, and home-educated students in Escambia and Santa Rosa counties who meet the eligibility requirements. Presently, two models of Concurrent Enrollment exist: 1) In-School Classes where classes are offered during the traditional high school day following the high school schedule; and, 2) Before-or After-School Classes where the courses meet either before-or after-high school hours, on a high school campus, following the Pensacola State College schedule. Fees for registration and books are not charged for Escambia or Santa Rosa public school students who are enrolled in this program. However, students enrolled in private schools and home-educated students who are approved to enroll in courses taken for high school credit will not be charged but will be held responsible for purchasing their books.

**On-Campus Dual Enrollment/Early College:** This category allows for high school students to enroll in college courses at any Pensacola State College campus. Students wishing to participate in the On-campus Dual Enrollment/Early College category should check with their high school guidance counselor to determine whether coursework completed will meet high school graduation requirements or elective requirements. Fees for registration and labs are not charged for Escambia or Santa Rosa public school students, private school students, or home-educated students.

Additional information about the Dual Enrollment/Early College Program may be obtained from the Dual Enrollment Office by phone at 850-484-1630 or by e-mail at [dualenrollment@pensacolastate.edu](mailto:dualenrollment@pensacolastate.edu).



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## **CAREER AND TECHNICAL EDUCATION (CTE) STUDENT RESOURCES**

Career and Technical Education (CTE) Student Resources provides free services to students enrolled in CTE programs — AS, AAS, and Certificates.

Services include use of student resource/study room, access to internet-based academic support and resources.

Students who meet additional eligibility requirements may be considered for additional services which include use of required textbooks, scholarships, mentoring, and support services.

Interested students are encouraged to visit the website: [www.pensacolastate.edu/cte](http://www.pensacolastate.edu/cte), or contact the office at 850-484-2163 or e-mail [askcte@pensacolastate.edu](mailto:askcte@pensacolastate.edu).

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## **HONORS PROGRAM**

The Pensacola State College honors program, the Robinson Scholars, is designed to offer academically gifted students a unique learning experience that takes place beyond the traditional classroom. These opportunities for educational enrichment are made possible by the generous endowment from the Grover Robinson IV family. The Robinson Scholars are committed to community service projects, academic excellence, and creating a college within a college atmosphere that fosters new and lifelong friendships.

Each semester, field trips to regional museums, cultural events, and historical sites are offered. In addition to these field trips, attendance at local events, such as the College's Lyceum series, provides the Robinson Scholars a chance to observe world class performances and insightful lectures. During the summer, the Robinson scholars have the opportunity for additional academic enrichment, such as study abroad programs at Cambridge University in England.

Students must be in their first year or in the first semester of their second year when applying to the program and meet the program requirements which are explained on the application form.

Application forms are available in the Robinson Scholars room on the Pensacola campus, building 4, room 446. For further information, please contact the office of the Vice President of Academic Affairs at (850) 484-1706.

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## **PENSACOLA STATE COLLEGE PLANETARIUM AND SPACE THEATRE**

The Pensacola State College Planetarium and Space Theatre is a unique college resource used to support courses in astronomy and other subject areas.

Located on the southwest corner of the Pensacola Campus in Building 21 the planetarium also provides educational opportunities for K-12 students from across northwest Florida and Alabama.

The facility is equipped with a Discovery Dome, High Definition, projection system that renders the nighttime sky and full-motion video in realistic detail.

The viewable dome measures 40 feet in diameter and the facility has a seating capacity of 99.

For more information please visit the website at <http://planetarium.pensacolastate.edu/> or email [bjackson@pensacolastate.edu](mailto:bjackson@pensacolastate.edu).

# DEVELOPMENTAL STUDIES

The Developmental Studies Department provides college preparatory classes in English, reading, and math and college credit classes in English and student life skills. According to the Florida Administrative Code, all entering students must take Florida's Placement Test, the PERT (Post-Secondary Education Readiness Test). Those students whose PERT scores in math, reading, and/or English fall below the minimum in these areas must take college preparatory classes. This department also provides individualized academic support for all Pensacola State College students in the tutoring labs on each campus: the Math Labs and Reading and Writing Labs.

Students who test into college preparatory instruction and subsequently enroll in college preparatory instruction must successfully complete the required college preparatory studies by the time they have accumulated 12 hours of college credit coursework or they must maintain continuous enrollment in college preparatory coursework each semester until the requirements are completed while performing satisfactorily in the degree earning coursework. Students who are required to take two or more college preparatory courses must also complete the SLS 1101 College Success course.

College preparatory courses do not satisfy any requirements for graduation. Each college preparatory course is designated in the course description to indicate the number of college preparatory (c. p.) credits awarded. For assistance in college credit course selection, or for additional information about this state requirement, contact a counselor or the department head for Developmental Studies.

In accordance with Florida law, students may use Adult Education, Adult Secondary Education, or private provider instruction as an alternative to traditional college preparatory instruction. For information on these options, contact the Developmental Studies Department on the Pensacola campus or the Student Affairs Office on either the Milton or Warrington campus.

**Department Head:** Tracy Peyton 484-1185  
tpeyton@pensacolastate.edu

## COLLEGE PREPARATORY INSTRUCTION

College preparatory courses are provided for high school graduates who are identified as needing additional academic background or refresher work in computation and/or communications skills before pursuit of college credit courses. These courses provide instruction in the areas of reading, English/writing, and mathematics. College preparatory courses do not apply toward AA, AS, AAS, or certificate program requirements, but may meet prerequisites for continued pursuit of college credit courses.

### Required Enrollment in College Preparatory Courses

Students whose entry-level placement scores fall below the minimum levels specified for English/writing, math, and reading are required to enroll in the appropriate college preparatory courses before attempting college credit work in those areas.

Once the college preparatory requirement is satisfied, the student may progress to college credit courses in the subject area. Successful completion of the college preparatory requirement is defined as a grade of "C" or higher in each required college preparatory course. A student may also progress to college credit work if he/she demonstrates a satisfactory placement exam score in the appropriate subject area.

### Alternatives for Traditional College Preparatory Instruction

Florida law requires that all students whose placement test scores indicate the need for remediation be given the opportunity to satisfy the remediation requirement through traditional college preparatory instruction or through alternate instructional options. Examples of alternate options include independent study, non-credit courses, and instruction through other colleges and/or private providers.

Students who elect to pursue one of the alternate options must meet first with a Pensacola State College counselor/advisor to discuss the

impact of the choice on his/her degree progress. In addition, students should be aware of the following:

Pensacola State College can certify and recommend only those instructional options offered through Pensacola State College and does not endorse, recommend, evaluate, or rank any other providers or alternative.

Students who pursue options other than college preparatory classes must retake and score appropriately on the college placement test before advancing to college courses.

Students who are receiving financial aid, military tuition assistance, or VA benefits should consult with the financial aid office regarding the impact of alternate options on their benefit.

### Repeat Enrollments/Attempts in College Preparatory Courses

According to Florida Statute, a student is eligible for no more than three attempts to successfully complete a given college preparatory course. Florida Statutes also mandate that for the third attempt in a given college preparatory course, a student will be required to pay the full cost of instruction (approximately four times the usual matriculation in fees). **In documented cases of financial hardship, an exception to the full cost may be granted. A withdrawal from a college preparatory course is considered an attempt unless the student withdraws prior to the close of the drop/add period.** If a student receives a grade of N, W, or I in a college preparatory course, he/she may repeat the course to improve the grade and meet preparatory requirements. On the third attempt, the student will be awarded the letter grade earned (A, B, C, and F) and will not be allowed to withdraw or to re-enroll.

For more information about college preparatory class offerings call the Department of Developmental Studies at (850) 484-1185/1186.

## COLLEGE PREPARATORY

College preparatory courses are designed to develop the student's communication and computation skills to enhance the opportunity for success in regular college courses. College preparatory courses may be required for students not achieving minimum scores on Pensacola State College placement tests. Students should contact the Developmental Studies Department for additional information.

### **ENC 0015 Developmental Writing I. 4 hours 4 cp**

**Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam. Designed for students whose basic language skills need improvement, this course includes a review of basic grammar rules, sentence structure, punctuation, and capitalization. The writing component of the course focuses on effective paragraph construction.

### **ENC 0025 Developmental Writing II. 4 hours 4 cp**

**Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or ENC 0015. Designed for students who need to improve their language skills, this course offers a review of grammar rules, language usage, sentence structure, punctuation, and composition of effective paragraphs and short essays.

### **MAT 0018 Developmental Mathematics I. 4 hours 4 cp**

**Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam. This course is designed for students who have little or no algebra background. The major topics in the course are operations with signed numbers, fractions, decimals, ratios and proportions, percents, and geometric figures. The prealgebra topics will include properties of signed numbers, simplifying polynomials, and equation solving. Students must earn a grade of "C" or higher in order to advance to the next higher mathematics course which is MAT0028.

### **MAT 0028 Developmental Mathematics II. 4 hours 4 cp**

**Prerequisites:** Appropriate score on Florida Entry-Level Placement Exam or MAT0018. This course is designed for students who have had some previous algebra instruction and it will provide the algebra skills needed for success in MAT1033. The major topics in the course are signed numbers, algebraic expressions, exponents, polynomials, factoring polynomials, linear and quadratic equations, rational and radical expressions, and an introduction to graphing. Students must earn a grade of "C" or higher in order to advance to the next higher mathematics course which is MAT1033.

### **REA 0007 Developmental Reading I. 4 hours 4 cp**

**Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam. REA0007 is a college preparatory reading course that builds basic skills in vocabulary and literal and critical comprehension. This course emphasizes student development of successful reading strategies.

### **REA 0017 Developmental Reading II. 4 hours 4 cp**

**Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or REA 0007. REA0017 is a college preparatory reading course that advances college-level skills in vocabulary and literal and critical comprehension. This course emphasizes student development of successful reading strategies.

## COLLEGE CREDIT

### **LIN 1670C Traditional English Grammar and Composition 3 cc**

**FA, SP, SU – Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or ENC0025. A comprehensive course including grammar, usage, and mechanics; basic sentence structure; and effective writing strategies. Course satisfies AAS general education requirement for Category I. LIN 1670C is useful as a college elective for AS and AA students.

### **SLS 1101 College Success 3 cc**

**FA, SP, SU –** This course teaches the skills necessary for college and career success. Critical thinking, time and financial management, study and test-taking strategies, and effective interpersonal communication are emphasized. Students explore learning styles, career options, and motivation, among other relevant topics. Meets AA general education Category IV and AS general education Category III.

### **SLS 1122 Computer Skills for Academic Success 1 cc**

**FA, SP, SU –** This course teaches the skills necessary for using technology in a college environment. Students will navigate the online college environment, including college web pages, college email accounts, and online course environments; use online college resources to access registration-related information; conduct Internet research to locate and evaluate online information; avoid plagiarism when using online sources; and create and manage electronic documents. Meets AA general education Category VIII and AS general education Category V.

# ADULT EDUCATION

The Adult Education Department offers classes for adults who want to improve their basic academic skills, prepare for the GED Examinations, and/or learn English. The program offers the following:

- Non-credit classes for adults who are at least 18 years of age; individuals who are 16 or 17 years old may be admitted with a letter of permission or an age waiver from the school district in the county in which they reside.
- Convenient class locations throughout the community and on all Pensacola State College campuses.
- Open entry classes: enroll at any time.
- Morning, afternoon, evening, and weekend classes.

**Residency** - Florida law requires that in-state students must have been in residency for the 12 consecutive months prior to registration. If a student has not been in residency for these 12 consecutive months, he/she is considered an out-of-state student.

**Tuition** - Florida law requires the following tuition:

Florida Residents: \$30 per semester

Alabama Residents: \$31 per semester

Non-Residents: \$120 per semester

**\*Tuition assistance is available. Contact the Adult Education office for details at 484-2120.**

The Adult Education Department provides several options for students:

1. **Adult Education** classes are provided for adults whose academic skills are below ninth grade level. The program covers basic reading, math, and language skills. Pre-GED review, family literacy, workforce readiness, and life coping skills may also be addressed.
2. **General Education Development (GED)** classes are offered for students who do not have a high school diploma and whose academic skills are at or above ninth grade level. Classes prepare students for all areas of the GED Examinations.
3. **English for Speakers of Other Languages (ESOL)** classes are available primarily for foreign born U.S. citizens or adults with resident alien status who wish to improve their English language skills. Everyday survival skills and a basic knowledge of the English language are covered.
4. **Adult Education for Adults with Disabilities** classes are provided for clients at Pollak Training Center and at United Cerebral Palsy of Northwest Florida. For information about Pollak Training Center, please call (850) 438-5577. For information about United Cerebral Palsy of Northwest Florida, please call (850) 432-1596.
5. **Workplace Employee Development** classes can be provided on-site or on campus. For information about starting a class at your business or industry, call the GED HOTLINE, (850) 484-2120.

The GED Examinations are offered monthly at the Test Center on the Pensacola Campus. Individuals wishing to take the tests must be 18 years of age or older. Sixteen and 17 year old students who are enrolled in Pensacola State College GED Preparation classes must meet attendance and academic requirements before they will be allowed to take the test. Advanced registration, a valid Florida driver's license or Florida state I.D. card, and payment of a fee are required. For information about test dates and fees, call the Test Center at (850) 484-1656.

<b>Director:</b>	<b>Tom Leonard</b>	<b>484-2128</b>
	<b>tleonard@pensacolastate.edu</b>	
<b>Coordinator:</b>	<b>Kathy Van Dyck</b>	<b>484-2120</b>
	<b>kvandyck@pensacolastate.com</b>	

## **ADULT EDUCATION**

### **A 099AC AE Comprehensive**

Comprehensive Adult Education is a non-credit course designed to develop literacy skills necessary to be a successful worker, citizen and family member. Comprehensive Adult Education prepares students to enroll in GED preparation courses. A student enrolled in the Comprehensive AE program may be receiving instruction in mathematics, language and/or reading.

### **A 099RA AE Basic Reading**

### **A 099RB AE Beginning Reading**

### **A 099RC AE Intermediate Reading**

### **A 099RD AE Functional Reading**

AE Basic, Beginning, Intermediate, and Functional Reading are non-credit courses designed to help adult students gain and improve basic reading skills. Word attack skills, reading comprehension, vocabulary building, and understanding a variety of literary forms are among the topics covered in the AE Reading continuum of classes.

### **A 099MA AE Basic Mathematics**

### **A 099MB AE Beginning Mathematics**

### **A 099MC AE Intermediate Mathematics**

### **A 099MD AE Functional Mathematics**

AE Basic, Beginning, Intermediate, and Functional Mathematics are non-credit courses designed to help adult students gain and improve basic mathematics skills. Addition, subtraction, multiplication and division of whole numbers, fractions, and decimals, percents, ratio and proportion, problem solving, measurement, and beginning algebra and geometry are among the topics covered in the AE Mathematics continuum of classes.

### **A 099LA AE Basic Language**

### **A 099LB AE Beginning Language**

### **A 099LC AE Intermediate Language**

### **A 099LD AE Functional Language**

AE Basic, Beginning, Intermediate, and Functional Language are non-credit courses designed to help adult students gain and improve basic language skills. Capitalization, punctuation, sentence identification, grammatical concepts, communication of ideas and information in both spoken and written forms, and organization of ideas are among the topics covered in the AE Language continuum of classes.

## **GED**

### **A 099GC GED Comprehensive**

GED Comprehensive is a non-credit class designed to prepare adult learners for all aspects of the GED examinations.

## **ESOL**

### **A 099CE ESOL Citizenship**

ESOL Citizenship is designed to help prepare students for success in the Naturalization process required for all who have United States Citizenship as a goal. The content includes preparation for the Citizenship Test by studying U.S. history, government, culture and symbols with specific emphasis on rights and responsibilities under the Constitution of the United States of America.

### **A 099EA ESOL Foundation**

### **A 099EB ESOL Low Beginner**

### **A 099EC ESOL High Beginner**

ESOL Foundation, Low Beginner and High Beginner are non-credit courses designed to help students develop and build on vocabulary, pronunciation, spelling, and reading skills. In addition, students are exposed to communication and writing skills necessary for citizenship and job enhancement.

### **A 099ED ESOL Low Intermediate**

### **A 099EE ESOL High Intermediate**

### **A 099EF ESOL Advanced**

ESOL Low Intermediate, High Intermediate and Advanced non-credit courses designed to fine tune student skills in grammar, contextual reading, and paragraph writing. Science, health, social studies, and consumer education help prepare the student for a high school or college diploma. Written and oral communication is strengthened to help the student achieve goals in the workplace and/or academic arena.

# COLLEGIATE HIGH SCHOOL

The Collegiate High School is located in the Raymond B. and Leila Hobbs Center for Teaching Excellence, which is located on the Pensacola campus in building 11. A generous donor provided the funds which created the Raymond B. and Leila Hobbs Center for Teaching Excellence to honor the Hobbses who dedicated their lives to teaching and learning.

The Collegiate High School has a long tradition of providing quality education to students 16 years of age or older in the greater Northwest Florida area. Historically, Collegiate High School was the first accredited Adult High program in Florida. Over the school's 60 year history, more high school diplomas have been awarded through the Pensacola State College Collegiate High School than any other similar program in Florida.

**Principal:** Joseph V. Kyle 484-2130  
**Collegiate High** jkyle@pensacolastate.edu  
**Coordinator, Evening:** Sidney Kuhn 484-2130  
**Counselor:** Karen Harris 484-2177  
 kharris@pensacolastate.edu

## Dual Enrollment Program

Dual enrollment is an acceleration program that allows high school students to simultaneously earn credit toward high school completion and a career certificate, or an associate or baccalaureate degree at a Florida public institution.

## Florida Bright Futures Scholarship Program

The Bright Futures Scholarship program allows Florida high school seniors with significant academic merit to earn a scholarship to any public college/university in the state. This scholarship does not apply if the student chooses to attend college outside the state of Florida and the scholarship may only be earned while in high school.

## HIGH SCHOOL PROGRAM

High school courses are made available to Florida resident adults who wish to continue their education. The primary purpose of the Collegiate High School is to provide individual 16 years of age and older the opportunity to continue their interrupted education and earn a traditional high school diploma. Courses offered in this program are the same as those offered in a regular high school program, but the emphasis is placed on the unique needs of the individual student. We believe that academic competency is a consequence of good learning skills, learning confidence, and self-discipline. Our goal is to assist students in the development of life skills that will enhance their future success.

Students are required to purchase textbooks used in the Collegiate High School program. Students are required to wear their Pensacola State College ID in the Collegiate High School.

Not all courses are offered each session. Student should contact the Collegiate High School for the current course schedule and make an appointment with a Collegiate High School counselor for advising.

## ENROLLMENT FEES

As of July 1, 2011, Pensacola State College began assessing a one-time per semester enrollment fee for Collegiate High School students (excluding transient students). There are three semesters (Fall, Spring, and Summer) per academic year. The fee will remain the same, regardless of how many credits you take each term.

### Fee Schedule

\$30 per semester for Florida residents  
 \$31 per semester for Alabama residents  
 \$120 per semester for all other out-of state students

### Semester Schedule

Fall Semester: August 23-December 18  
 [Fall IA Term and Fall IB Term]

Spring Semester: January 7-May 6  
 [Spring IIA Term and Spring IIB Term]

Summer Semester: May 13-August 8  
 [Summer IIIA Term and Summer IIIB Term]

A full-time student can earn as much as two years of high school credit in nine months.

Upon satisfactory completion of the high school program, Pensacola State College awards the student a high school diploma.

## GRADUATION REQUIREMENTS FOR COLLEGIATE HIGH SCHOOL

### High School Diploma Requirements:

1. Earn a minimum of 24 high school credits as specified by Florida Statue 228.0422 including the following (see high school course requirements).
2. Pass the required statewide assessments: Florida Comprehensive Assessment Test (FCAT), FCAT 2.0, and/or Florida End-of-Course (EOC) Assessments.
3. Achieve a 2.0 or higher cumulative grade point average (GPA) in all courses attempted in high school.
4. Earn at least three high school credits in residence at Pensacola State College Collegiate High School. One of the three required credits may be earned through dual enrollment.

### High School Course Requirements

English	4 credits
Science	3 credits
Mathematics	4 credits
United States History	1 credit
World History	1 credit
United States Government	1/2 credit
Economics	1/2 credit
Performing/Practical Arts	1 credit
Physical Education/Health	1 credit
Electives	8 credits

**Note:** Students are required to purchase textbooks used in the Collegiate High program. Students are required to wear Pensacola State College ID's in the Collegiate High School.

## HIGH SCHOOL COURSE DESCRIPTIONS

Note: All courses are not offered each session.

### HIGH SCHOOL ART

- 0104300 Advanced Placement Art–Drawing Portfolio** ½ cr  
**Prerequisite:** 0104340 or 0104370. The purpose of this course is to give advanced students the opportunity to develop quality, concentration, discipline, and breadth in drawing.
- 0104340 Drawing I** ½ cr  
 This course includes the techniques of pictorial art. Most work will be done in charcoal, pencil, and pen and ink.
- 0104350 Drawing II** ½ cr  
**Prerequisite:** 0104340. The purpose of this course is to provide an opportunity for students to expand their drawing abilities, use new media and challenging techniques, complete requirements for portfolios for higher education institutions, or simply to acquire new skills.
- 0104370 Painting I** ½ cr  
 The fundamentals of art are now put to use in actual painting and design.
- 0104380 Painting II** ½ cr  
**Prerequisite:** 0104370. The purpose of this course is to enable students to develop intermediate-level perceptual, observational, compositional skills necessary to communicate a range of subject matter, symbols, ideas, and concepts using knowledge of painting media, processes, and techniques.
- 0111310 Sculpture I** 1 cr  
 The purpose of this course gives the student an understanding of expression in sculpture.
- 111320 Sculpture II** 1 cr  
 This course gives the student an understanding of three dimensional expression in sculpture.

### HIGH SCHOOL COUNSELING

- 1400300 Peer Counseling I** ½ cr  
 The purpose of this course is to provide students with an understanding of the elements of communications and group processes.
- 1400310 Peer Counseling II** ½ cr  
 The purpose of this course is to provide an understanding of the components of personal development and to facilitate personal and group growth and fulfillment through individual and group processes.
- 8300310 Workplace Essentials** ½ cr  
 The purpose of this course is to provide students with the essential abilities known as employability skills. The content of this program includes the following: how to obtain personal and occupational information necessary in choosing a career; how to prepare for the job hunt, get leads on jobs, make contact with employers; how to write resumes, fill out application forms, check payroll deductions; how to handle promotions, resignation, losses and career changes.

### HIGH SCHOOL ENGLISH

- 0400300 Introduction to Drama** ½ cr  
 The purpose of this course is to provide a broad overview of the study and practice of dramatic arts.
- 1000400 Intensive Language Arts** 1 cr  
 The purpose of this course is to enable students to develop language arts skills through remedial instruction and practice. This course may be repeated for elective credit. (counselor approval)
- 1000410 Intensive Reading** 1 cr  
 The purpose of this course is to enable students to build comprehensive reading knowledge, develop independent reading endurance, and increase comprehension through intensive instruction and practice. This course may be repeated for elective credit. (counselor approval)
- 1000410A Intensive Reading** ½ cr  
 This course is designed for certificate high school students who need to pass the FCAT for the high school diploma.
- 1001310 English I** 1cr  
 The purpose of this course is to provide instruction in English language skills including reading, writing, speaking, and listening

in the content areas of literature and language.

- 1001340 English II** 1 cr  
**Prerequisite:** 1001310. This course will provide instruction in English language skills and in the study of world literature.
- 1001340A English II** ½ cr
- 1001370 English III** 1 cr  
**Prerequisite:** 1001340. An introduction to American literature and English language skills.
- 1001370A English III** ½ cr
- 1001400 English IV** 1 cr  
**Prerequisite:** 1001370. The purpose of this course is to provide instruction in English language skills and the study of British literature.
- 1001400A English IV** ½ cr  
**Prerequisite:** 1001370. The purpose of this course is to provide integrated educational experiences in the language arts strands of reading, writing, listening, viewing, speaking, language, and literature.
- 1001400B English IV** ½ cr
- 1007300 Speech I** ½ cr  
 This course provides instruction in the fundamentals of formal and informal oral communication.
- 1007310 Speech II** ½ cr  
**Prerequisite:** 1007300. This course offers further instruction in intermediate skills of formal and informal oral communication.
- 1008300 Reading I** 1 cr  
 Reading I helps students with serious reading problems develop reading skills. (counselor approval)
- 1008310 Reading II** 1 cr
- 1008320 Advanced Reading** ½ cr  
 Develops advanced reading skills in students who plan to continue their formal education after high school.
- 1009300 Writing I** ½ cr  
 The purpose of this course is to provide an organized study of the structure of sentences, paragraphs, and larger discursive patterns culminating in written assignments which are based upon personal experience, observations and literature.
- 1009320 Creative Writing I** ½ cr  
 The purpose of this course is to develop writing and language skills needed for individual expression in literary forms.
- 1009310 Writing II** ½ cr  
 This course will extend the writing skills introduced in Writing I by focusing on refining exposition and introducing analysis and persuasion. There will be a variety of reading samples that will serve as modules of effective writing styles.

### HIGH SCHOOL FOREIGN LANGUAGES

- 0701320 French I** 1 cr  
 This course will introduce students to French and French culture and to develop communication skills and cross-cultural understanding.
- 0701330 French II** 1 cr  
**Prerequisite:** 0701320. French II reinforces previously acquired fundamental skills and will develop increased listening, speaking, reading, and writing skills, as well as cultural awareness.
- 0708340 Spanish I** 1 cr  
 This course is an introduction to Spanish and Hispanic culture. Students will develop communication skills and cross-cultural understanding.
- 0708350 Spanish II** 1 cr  
**Prerequisite:** 0708340. The purpose of this course is to reinforce previously acquired fundamental skills. This course develops increased listening, speaking, reading, and writing skills, as well as cultural awareness.

### HIGH SCHOOL FAMILY AND CONSUMER SCIENCES

- 8500120 Personal and Family Finance** ½ cr  
 The purpose of this course is to give students an overview of personal family finance concepts including the American economic system, personal and family management of resources including income, money management, bookkeeping, saving and investing, spending and credit, the role of financial institutions and the consumer, consumer information and taxation and

financial planning.

**8500300 Parenting Skills** **1/2 cr**

The purpose of this course is to prepare students for the multiple roles essential to becoming a model parent and to understand the dual roles of males and females as parents and wage earners.

This course will also enhance their abilities to assist children to become effective citizens in a multi-cultural and technological society.

**8500310 Child Development and Parenting** **1/2 cr**

This course will prepare students to understand the nature of child development from prenatal care through age six and the function and significance of the parenting experience.

**8500345 Family Dynamics** **1/2 cr**

The purpose of this course is to prepare students for the roles, responsibilities, and relationships essential to functional families. To understand the nature, function, and significance of human relationships within the family/individual units.

**8500355 Nutrition and Wellness** **1/2 cr**

The purpose of this course is to prepare students to understand the relationship between nutrition and wellness. The program also provides for selection, preparation, service, and storage of foods. It allows students to use technology to practice meal management techniques directed toward nutritional food choices based on the life cycle. This course will provide an awareness of consumer issues relating to health and wellness.

**8500375 Blueprint for Professional Success** **1 cr**

This course is designed to prepare students for the workplace in the twenty-first century. Emphasis will include using current technology resources to investigate the broad range of occupations and careers in family and consumer sciences.

**8502000 Life Management Skills** **1/2 cr**

The purpose of this course is to assist students with the development of essential life management skills to enhance the quality of personal and family life.

## HIGH SCHOOL HEALTH

**0800300 Health I Life Management Skills** **1/2 cr**

The purpose of this course is to develop and enhance critical life management skills necessary to make sound decisions and take positive actions for healthy and effective living.

**0800310 Health II Personal Health** **1/2 cr**

The purpose of this course is to provide students with knowledge and skills related to health topics, which will enhance their ability to make wise health decisions for themselves, their families, and communities.

**0800320 First Aid and Safety** **1/2 cr**

The purpose of this course is to enable students to acquire skills in first aid, emergency care, and personal safety.

## HIGH SCHOOL MATHEMATICS

**1200300 Pre-Algebra** **1 cr**

Students will develop the skills necessary for success in algebra.

**1200310 Algebra I** **1 cr**

This course will provide the foundation for more advanced mathematics courses and to develop the skills needed to solve mathematical problems.

**1200310A Algebra I** **1/2 cr**

**1200330 Algebra II** **1 cr**

**Prerequisite:** 1200310 or 1200380. A continuation of the study of the structure of algebra and to provide the foundation for applying these skills to other mathematical and scientific fields.

**1200330A Algebra II** **1/2 cr**

**Prerequisite:** 1200310 or 1200370 or 1200380. The purpose of this course is to continue the study of algebra and to provide the foundation for applying algebraic skills to other mathematical and scientific fields. This is a 0.5 credit course consisting of the first half of the full credit course.

**1200370 Algebra IA** **1 cr**

The purpose of this course is to develop the algebraic concepts and processes that can be used to solve a variety of real world and mathematical problems. This is the first of a two-year sequence of courses, Algebra Ia and Algebra Ib. Together, the two courses have the same requirements as 1200310 Algebra I.

**1200380 Algebra IB** **1 cr**

**Prerequisite:** 1200370. The purpose of this course is to develop

the algebraic concepts and processes that can be used to solve a variety of real world and mathematical problems. This is the second of a two-year sequence of courses, Algebra Ia and Algebra Ib. Together, the two courses have the same requirements as 1200310 Algebra I.

**1200400 Intensive Mathematics** **1 cr**

The purpose of this course is to provide remedial instruction and practice in mathematics skills and concepts. The content may be identified by diagnosis of each student's needs for remedial instruction and/or, designed to assist the student in passing the HSCT or FCAT. A student may repeat this course for multiple elective credits if, on subsequent offerings, the required level of student proficiency increases. This course may not be used to meet the graduation requirement for mathematics. (counselor approval)

**1200400A Intensive Mathematics** **1/2 cr**

This course is designed to prepare certificate high school students for the FCAT which will allow them to receive a high school diploma.

**1200700 Mathematics for College Readiness** **1 cr**

This course continues the study of mathematics including functions and relations, polynomials, rational expressions and equations, logarithmic and quadratic equations.

**1202340 Pre-Calculus** **1 cr**

**Prerequisite:** 1200330. The purpose of this course is to enable students to develop concepts and skills in advanced algebra, analytic geometry, and trigonometry.

**1206300 Informal Geometry** **1 cr**

**Prerequisite:** 1200310. This course emphasizes the use of basic geometric skills as tools in solving real-world problems. No formal proofs are required.

**1206310 Geometry** **1 cr**

**Prerequisite:** 1200310. The purpose of this course is to develop the geometric relationship and deductive strategies that can be used to solve a variety of real world and mathematical problems. Formal proofs are required.

**1208300 Liberal Arts Math** **1 cr**

**Prerequisite:** 1200310 or 1200380. The purpose of this course is to strengthen mathematical skills necessary for further study of advanced mathematics.

## HIGH SCHOOL BUSINESS TECHNOLOGY/ TECHNOLOGY EDUCATION

**0200300 Introduction to Computers** **1/2 cr**

The purpose of this course is to provide opportunities that will allow students to understand the capabilities, applications, and social implications of computer terminology.

**8200320 Practical Keyboarding Skills** **1/2 cr**

The purpose of this course is to teach students basic keyboarding skills and techniques of formatting to include information systems inputting.

**8200330 Practical Computer Skills** **1/2 cr**

The purpose of this course is to teach practical computer skills and the effects of its application on society.

**8207110 Web Design I** **1 cr**

**Prerequisite:** 8200330 or 8209020. The purpose of this course is designed to provide a basic overview of the Internet, Intranet, and World Wide Web. The student will be able to plan, develop, and publish well-designed web sites that combine effective navigation with appropriate use of graphics, text, color, and sound. The content includes operating systems; basic HTML commands; navigation of the Internet, Intranet, and Web; and Web page design.

**8207120 Web Design II** **1 cr**

**Prerequisite:** 8207110. This course provides advanced concepts for Internet, Intranet, and Web design. The content includes Internet/Intranet tools, Web site promotion, advanced HTML commands, advanced page design, and multimedia applications.

**8209010 Keyboarding and Document Processing** **1 cr**

**Prerequisite:** 8200320 or 8200330. This course is designed to provide a foundation for all business technology education programs and includes the following areas: keyboarding, math, communication and technology applications.

**8209020 Business Systems and Technology** **1 cr**

**Prerequisite:** 8200320 or 8200330. This course is designed to provide a basic overview of current business and information - systems and trends and to introduce students to the basics and



foundations required for today's business environments. Emphasis is placed on applications, so that they may be used as communication tools for enhancing personal and work place proficiency in an information-based society. This also includes proficiency with computers using databases, spreadsheets, presentation applications, and the integration of these programs using software that meets industry standards.

**8212010 Word Processing I 1 cr**

**Prerequisite:** 8209010 or 8200320 and 8200330. This course is designed to provide instruction that will enable the student to perform the basic functions of input, edit, store and retrieval utilizing electronic equipment.

## HIGH SCHOOL RESEARCH AND CRITICAL THINKING

**1700370 Critical Thinking/Study Skills 1/2 cr**

The purpose of this course is to provide an opportunity for students to learn and adopt methods to be successful in school.

**1700380 Career Research and Decision Making 1/2 cr**

The purpose of this course is to teach decision-making and self-assessment skills, help students develop self-esteem, and enable students to make career choices.

## HIGH SCHOOL SCIENCE

**2000310 Biology I 1 cr**

General exploratory experience and activities in the fundamental concepts of life will be covered in this course.

**2001310 Earth/Space Science 1 cr**

The purpose of this course is to develop concepts basic to the earth, its materials, processes, history and environment in space.

**2001340 Environmental Science 1 cr**

A study of man's interaction with the environment.

**2002400 Integrated Science 1 cr**

The purpose of this course is to provide opportunities to investigate the theories and ideas associated with the biological, earth, and physical sciences.

**2002500 Marine Science I 1 cr**

This course provides students with an overview of the marine environment. The content includes the origins of the ocean, the nature of the marine habitat including chemical, physical, and geological aspects, ecology of the sea zonation, marine communities, classification, taxonomy, characteristics of major phyla/divisions, and man's interrelationship with the oceans. State Code 2002500

**2003310 Physical Science 1 cr**

This course is a quantitative investigative study of the introductory concepts of physics and chemistry.

**2003340 Chemistry I 1 cr**

**Prerequisite:** 2003310 or instructor approval. Students will study the composition, properties, and changes associated with matter.

## HIGH SCHOOL SOCIAL STUDIES

**2100310 United States History 1 cr**

The purpose of this course is to acquire an understanding of the chronological development of the American people by examining the political, economic, social, religious, military, scientific, and cultural events that have affected the rise and growth of our nation.

**2100310A United States History 1/2 cr**

**Prerequisite:** 2109310. The purpose of this course is to enable students to understand the development of the United States within the context of history with a major focus on the post-Reconstruction period. Students will use knowledge pertaining to history, geography, economics, political processes, religion, ethics, diverse cultures, and humanities to solve problems in academic, civic, social, and employment settings.

**2100310B United States History 1/2 cr**

**2100340 African-American History 1/2 cr**

The purpose of this course is to give students an understanding of the development of African-American heritage within the context of a broad historical focus. Students examine connections to the

past to prepare for the future as participating members of a democratic society.

**2102310 Economics 1/2 cr**

An understanding of the way in which society organizes its limited resources to satisfy unlimited wants. Students will be introduced to the major characteristics of the mixed market economic system in the United States and how the basic economic questions are answered. The intent is to provide the students with an understanding of the forces of the marketplace by examining the effect of their roles as producers, consumers, savers, investors, resource owners, voters, and taxpayers on the system.

**2103300 World Geography 1 cr**

This course introduces students to an understanding of the inter-relationships between people and their environment.

**2103300A World Geography 1/2 cr**

A course which provides students with an understanding of regional geography and its impact on political, social and economic issues.

**2104320 Global Studies 1 cr**

A course to provide students with interdisciplinary knowledge, skills, and attitudes necessary to meet their responsibilities as citizens of their community, state, and nation in an increasingly interdependent and complex global society.

**2106310 United States Government 1/2 cr**

An understanding of American government and political behavior.

**2106350 Law Studies 1/2 cr**

The purpose of this course is to acquire an understanding of the American legal process.

**2106370 Comprehensive Law Studies 1 cr**

This course provides students with an in-depth approach to examining the workings of our criminal and civil justice system. This is a full credit elective course.

**2100340 African American History 1/2 cr**

This course provides students opportunities to acquire an understanding of African-American history.

**2107300 Psychology I 1/2 cr**

This course provides students with opportunities to acquire an understanding of human behavior, behavioral interaction, and the progressive development of individuals.

**2108300 Sociology 1/2 cr**

An understanding of group interaction and its impact on individuals.

**2109310 World History 1 cr**

By examining the political, economic, social, religious, military dynastic, scientific, and cultural events that have affected humanity, students will acquire an understanding of the chronological development of civilization.

**2109350 Contemporary History 1/2 cr**

Course designed to offer students to discuss, study contemporary issues facing the nation and the international community. This includes social, political and social issues of the day.

**2109430 Holocaust 1/2 cr**

The purpose of this course is to examine the events of the Holocaust. A further purpose of this course is to enable students to understand their connection to the development of civilization by examining the past to prepare for their future as participating members of a global society.

## CONTINUING EDUCATION

The mission of Continuing Education is to be a strong link between the College and the community by offering courses and programs for lifelong learning, recreation and leisure, and cultural events at a reasonable price and convenient to students of all ages.

Individuals participate in continuing education courses/programs for a variety of reasons including learning new skills, broadening the knowledge base for special topics of interest, cultivating hobbies, and enhancing lifestyles through leisure time activities. Classes are offered at times that meet the scheduling demands of the students.

Classes are delivered in a variety of formats, such as non-credit short courses, workshops, seminars, and conferences, and classes are located at numerous sites within the community, as well as provided via internet. Qualified instructors with interest and expertise in the subject matter are selected from the community at large to teach continuing education courses.

Subject matter is provided under a vast array of categories including creative arts, hobbies, home and garden, sports and fitness, work and life balance, and online courses. Courses include such topics of interest as painting and drawing, photography, acting, vocal and instrumental instruction, computer science, foreign languages, aerobic exercise, tennis, yoga, swimming, handcrafts, hobbies, home improvements, language arts, dog obedience and more.

A unique program provided by the College is Pensacola State Kids' College, which is a non-credit educational opportunity for young people ages 6–12, conducted during the summer months. Kids' College is designed to give students quality instruction that is fun, interesting, and challenging. Subject areas include the arts and sciences, languages, computers, music and theatre, career exploration, sports, crafts and hobbies among others.

A number of state-regulated/court-mandated courses/programs are coordinated through Continuing Education including TransParenting, Guardianship Education, Driver Improvement School, Motorcycle Safety Endorsement, and Tobacco and Consequences for Teens. For additional information concerning these courses/programs and others, please contact Continuing Education at 484-1797.

**Dean:** **Dan Busse** 484-1158  
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**Coordinator:** **Frances Yeo** 484-2586  
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## CENTER FOR CORPORATE AND PROFESSIONAL DEVELOPMENT TRAINING

Workforce and Economic Development serves several important functions within the College and the Pensacola Bay Area business community. The Pensacola State College Center for Corporate and Professional Development Training is an active education partner with many local organizations, delivering responsive and updated training at any location. Based out of its downtown Pensacola office, the Pensacola State College Center for Corporate and Professional Development provides education and training intent upon skill enhancement, certification and/or licensure. A wide range of courses deliver continuing professional education for those in the insurance, real estate, health, construction, and computer industries, as well as training in Leadership Development, Customer Service, and Project Management. In addition, the Pensacola State College Center for Corporate and Professional Development can create training to meet any need.

Workforce and Economic Development is also responsible for creating economic development opportunities and partnerships in the Pensacola Bay area and throughout the state of Florida. This department targets the creation and growth of a quality jobs market for Pensacola State College students, the incubation of enterprise activities, and the development of a highly responsive and skilled workforce capable of meeting the demands of a rapid growth economy. Working in partnership with local organizations, Workforce and Economic Development is focused on creating the future.

Pensacola State College supports new business growth and development. In partnership with the Pensacola Area Chamber of Commerce and several other organizations, the downtown center now houses a community small business incubator.

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## **COURSE DESCRIPTIONS**

### **FLORIDA'S STATEWIDE COURSE**

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# FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 25 participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at <http://scns.fldoe.org>.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

## Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
ENC	1	1	0	1	
English Composition	Lower (Freshman)  Level at this institution	Freshman  Composition	Freshman  Composition  Skills	Freshman  Composition  Skills I	No laboratory component in this course

## General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and the same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in *Exception to the General Rule for Equivalency*.

For example, a freshman composition skills course is offered by 56 different postsecondary institutions. Each institution uses "ENC\_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at the community college is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent.

**NOTE:** Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

## The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

## Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

### Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include varying topics courses that must be evaluated individually, or applied courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

- A. Courses not offered by the receiving institution.
- B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- C. Courses in the \_900-999 series are not automatically transferable and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Thesis and Dissertations.
- D. College preparatory and vocational preparatory courses.
- E. Graduate courses.
- F. Internships, apprenticeships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.
- G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (i.e., portfolio, audition, interview, etc.).

### Courses at Non-regionally Accredited Institutions

The Statewide Course Numbering System makes available on its home page (<http://scns.fldoe.org>) a report entitled “Courses at Non-regionally Accredited Institutions” that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course’s transfer level and transfer effective date. This report is updated monthly.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the Office of the Dean of Baccalaureate Studies and Academic Support, Pensacola State College or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427 or via the internet at <http://scns.fldoe.org>.

# COLLEGE AND VOCATIONAL CREDIT COURSES

Courses are listed alphabetically and are organized by numerical order within each discipline. Courses are either college credit (cc), vocational credit (vc), college preparatory credit (cp), or institutional credit (ic).

Courses with numbers which begin with "0", such as COM 0101, are vocational credit (v c) or are college preparatory credit (c p), such as MAT 0018. Courses with numbers which begin with a "1" or a "2," such as APA 1111 and COP 2220, are college credit (cc). In general, vocational credit courses and college preparatory courses are not transferable to an upper division university; college credit courses, except those marked "A.A.S. Only," are usually transferable. College credit courses with the "A.A.S. Only" designation may be transferable to upper division schools with which Pensacola State College has developed special articulation agreements. Students with questions about these issues should consult with a counselor or departmental advisor or contact the Registrar's Office. See also the section entitled "Florida's Statewide Course Numbering System" on previous page.

Selected courses may be offered online by means of distance learning. Not all courses are offered at all campuses or during all terms. Students should consult the current course schedule online to determine which courses are available. Course sections may be added or canceled based on enrollment.

**Course Section Term Schedule:** The terms during which courses will be offered are included in the courses descriptions with the following indicators:

- FA** = Fall Term
- SP** = Spring Term
- SU** = Summer Term
- TBA** = To be announced (check with appropriate department)

**ACG 2001 Accounting I** 3 cc  
**FA, SP, SU** – The study of accounting terminology, concepts, techniques, methods, principles, practices and procedures as applied to sole proprietorship. Typical financial transactions are analyzed in relation to the basic accounting equation and recorded in the books of the business. Business financial statements are prepared and interpreted by the student.

**ACG 2002 Computerized Accounting** 3 cc  
**FA, SP – AAS only. Lab Fee. Prerequisites:** ACG 2001 or ACG 2021. **Corequisite:** CGS 1570. This course is an introduction to computerized integrated accounting procedures found in microcomputer office environments. The popular Quickbooks accounting program is used to record financial transactions. Major topics include managing revenue and expenses, payroll setup and processing, bank reconciliation, reports, and graphs, inventory, adjustments and year-end procedures, and company file setup and maintenance.

**ACG 2011 Accounting II** 3 cc  
**FA, SP, SU – Prerequisite:** ACG 2001. Continuation of Accounting I including long-term assets, partnerships, corporations, long-term liabilities, the statement of cash flows, and financial statement analysis.

**ACG 2021 Financial Accounting Principles** 3 cc  
**FA, SP, SU** – This course approaches accounting as an information or decision support system. Emphasis is placed on the analysis of business transactions and the evaluation of their effect on the operation of the enterprise. The method of instruction is shifted from "how to do it" to "why it is done and what it means." The basic logic and principles associated with preparation and/or critical evaluation of accounting information will also be addressed.

**ACG 2071 Introduction to Managerial Accounting** 3 cc  
**FA, SP, SU – Prerequisite:** ACG 2011 or ACG 2021. Using accounting information for planning, control, and decision making. Includes principles of product costing, budgeting techniques, and capital decisions.

**ACG 2947, 2948, 2949 Accounting Co-op** 1 cc, 2 cc, 3 cc  
**FA, SP, SU** – Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

**ACG 3024 Accounting for Non-Financial Majors** 3 cc  
**TBA** – Introduction to the principles used in measuring organization performance and reporting the results of organizational activities. For non-business majors only.

**ACO 1806 Payroll Accounting** 3 cc  
**FA, SP – AAS only. Prerequisite:** ACG 2001 or ACG 2021 or permission of instructor. The purpose of this course is to train the student to complete all payroll activities of any business. Topics covered are payroll and personnel records, federal payroll laws, payroll accounting systems, payroll operations, and preparation of payroll records such as payroll registers, individual earnings records and federal, state, and local payroll tax forms.

**ACO 2941, 2942, 2943 Accounting Internship** 1 cc, 2 cc, 3cc  
**FA, SP, SU – AAS only. Prerequisite:** Permission of the department head. The student gains accounting related work experience in the offices of various employers in the Pensacola area. This course should be taken the last semester of enrollment. Student must have "B" average in accounting courses.

**ACR 0001C Air Conditioning and Refrigeration I** 5 vc  
**TBA – Lab Fee. Corequisites:** ACR 0100C, ACR 0631C. This course is designed to teach entry-level job skills in the air conditioning and refrigeration industry. Topics include the refrigeration cycle, heat and its measurement and types, application of latent heat, temperature and its measurement, heat transfer and control, temperature conversion formulas, temperature BTU chart and piping techniques.

**ACR 0002C Air Conditioning and Refrigeration II** 5 vc  
**TBA – Lab Fee. Prerequisites:** ACR 0001C, ACR 0100C, ACR 0613C. **Corequisites:** ACR 0102C, ACR 0614C. This course is a continuation of Air Conditioning and Refrigeration I and is designed to teach entry-level job skills. Topics include refrigeration cycle, accessories, piping, dehydration, charging, discharging, shop safety, installation procedures, multiple system, troubleshooting, compressors, control wiring, and personal and industrial safety.

**ACR 0074 Employability Skills** 3 vc  
**TBA – Prerequisites:** ACR 0002C, ACR 0102C, ACR 0614C. **Corequisites:** ACR 0125C, ACR 0548C. This course is designed to train students in job skills as well as customer service skills. The completing of employment applications and interviewing skills will be stressed. Techniques for successful interaction with customers will be covered. Also included will be training in customer service. The examination for Environmental Protection Agency (EPA) certification in proper refrigerant practices will be administered in this class.

**ACR 0100C Basic Electricity and Schematics I** 5 vc  
**TBA – Lab Fee. Corequisites:** ACR 0001C, ACR 0613C. This course is designed to teach entry-level job skills. Topics include wiring diagram symbols, schematic wiring diagram circuits, schematic wiring diagram exercises, electric meter, alternating current fundamentals, single phase motor theory, single motor testing, motor protection, troubleshooting, electrical wiring and electrical components.

**ACR 0102C Basic Electricity and Schematics II** 5 vc  
**TBA – Lab Fee. Prerequisites:** ACR 0001C, ACR 0100C, ACR 0613C. **Corequisites:** ACR 0102C, ACR 0614C. This course is a continuation of ACR 0100C and is designed to teach entry-level job skills. This course covers the 3 basic types of electrical devices, electric motors, relays, solenoids, heat strips, capacitors, thermostats, solid state controls, and service management.

**ACR 0125C Advanced Air Conditioning** 6 vc  
**TBA – Lab Fee. Prerequisites:** ACR 0002C, ACR 0102C, ACR 0614C. **Corequisites:** ACR 0074. This course is designed to train the student in advanced applications of air conditioning technology. Topics include heat gain and heat loss of buildings, heat load calculations, and design of air distribution systems.

**ACR 0548C Advanced Refrigeration** 6 vc  
**TBA – Lab Fee. Prerequisites:** ACR 0002C, ACR 0102C, ACR 0614C. **Corequisites:** ACR 0074, ACR 0125C. This course is designed to train the student to understand the relationship between the component parts in a refrigeration system and its electrical controls. Compressor and electric motor testing and troubleshooting techniques are taught. Electro-mechanical and solid state controls will be studied.

**ACR 0613C Applied Heating I** 5 vc  
**TBA – Lab Fee. Corequisites:** ACR 0001C, ACR 0100C.  
 This course is designed to introduce gas furnaces, gas controls, properties of gas, gas piping, gas combustion, gas burners, ventilation and combustion air, gas troubleshooting, electric heat, heat pumps and gas efficiency checkout.

**ACR 0614C Applied Heating II** 5 vc  
**TBA – Lab Fee. Prerequisites:** ACR 0001C, ACR 0100C, ACR 0613C. **Corequisites:** ACR 0002C, ACR 0102C. This course is a continuation of applied heating topics include oil efficiency, oil heating, electric heat, heat pumps, troubleshooting, compressor failure and clean up after burn out.

**ACR 0640C Introduction to HVAC Level I** 5 vc  
**TBA - Lab Fee. Prerequisites:** BCV 0003 or Instructor Permission. This course is an introductory course within the Heating, Ventilation and Air Conditioning Program. Part of the National Center for Construction Education and Research (NCCER) certification program, the course helps prepare students for Level I certification. Key content includes: Introduction to HVAC, Trade Mathematics, Copper and Plastic Piping Practices, Soldering and Brazing, and Ferrous Metal Piping Practices.

**ACR 0641C Intermediate HVAC Level I** 5 vc  
**TBA - Lab Fee. Prerequisites:** BCV 0003 or Instructor Permission. This course is part of the National Center for Construction Education and Research (NCCER) certified Heating, Ventilation and Air Conditioning (HVAC) program. Course helps prepare students for Level 1 certification. Key content includes: basic electricity, introduction to cooling and heating, and air distribution systems.

**ACR 0642C Introduction to HVAC Level 2** 5 vc  
**TBA - Lab Fee. Prerequisites:** BCV 0003 or Instructor Permission. This course is part of the National Center for Construction Education and Research (NCCER) certified Heating, Ventilation and Air Conditioning (HVAC) program. Course helps prepare students for Level II certification. Key content includes: Key content includes: Commercial Airside Systems, Chimneys, Vents and Flues, Introduction to Hydronic Systems, Air Quality Equipment, Leak Detection - Evacuation - Recovery and Charging, Alternating Current, and Basic Electronics.

**ACR 0643C Intermediate HVAC Level 2** 5 vc  
**TBA- Lab Fee. Prerequisites:** BCV 0003 or Instructor Permission. This course is part of the National Center for Construction Education and Research (NCCER) certified Heating, Ventilation and Air Conditioning (HVAC) program. Course helps prepare students for Level III certification. Key content includes: Refrigerants and Oils, Compressors, Metering Devices, Retail Refrigeration Systems, Commercial Hydronic Systems and Steam Systems.

**ACR 0644C Introduction to HVAC Level 3** 5 vc  
**TBA - Lab Fee. Prerequisites:** BCV 0003 or Instructor Permission. This course is part of the National Center for Construction Education and Research (NCCER) certified Heating, Ventilation and Air Conditioning (HVAC) program. Course helps prepare students for Level III certification. Key content includes: Planned Maintenance, Water Treatment, Troubleshooting Electronic Controls Troubleshooting Oil Heating, and Troubleshooting Accessories.

**ACR 0645C Intermediate HVAC Level 3** 5 vc  
**TBA - Lab Fee. Prerequisites:** BCV 0003 or Instructor Permission. This course is part of the National Center for Construction Education and Research (NCCER) certified Heating, Ventilation and Air Conditioning (HVAC) program. Course helps prepare students for Level III certification. Key content includes: Planned Maintenance, Water Treatment, Troubleshooting Electronic Controls Troubleshooting Oil Heating, and Troubleshooting Accessories.

**ACR 0646C Introduction to HVAC Level 4** 5 vc  
**TBA - Lab Fee. Prerequisites:** BCV 0003 or Instructor Permission. This course is part of the National Center for Construction Education and Research (NCCER) certified Heating, Ventilation and Air Conditioning (HVAC) program. Course helps prepare students for Level IV certification. Key content includes: System Startup and Shutdown, Heating and Cooling System Design, Commercial and Industrial Refrigeration Systems, Alternative Heating and Cooling Systems, and Introduction to supervisory Skills.

**ACR 0647C Intermediate HVAC Level 4** 5 vc  
**TBA - Lab Fee. Prerequisites:** BCV 0003 or Instructor Permission. This course is part of the National Center for Construction Education and Research (NCCER) certified Heating, Ventilation and Air Conditioning (HVAC) program. Course helps prepare students for Level IV certification. Key content includes: System Startup and Shutdown, Heating and Cooling System Design, Commercial and Industrial Refrigeration Systems, Alternative Heating and Cooling Systems, and Introduction to supervisory Skills.



**ACR 0930 HVAC Co-op** 5 vc  
**TBA – Prerequisite:** Permission of instructor. Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's vocational field of study. Each student must meet certain Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

**AEB 2947, 2948, 2949 Agriculture Co-op** 1 cc, 2 cc, 3 cc  
**FA, SP, SU – Prerequisite:** Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

**AMH 2010 American History to 1877** 3 cc  
**FA, SP, SU – Prerequisite:** Test score requirement the same as ENC 1101. A history of the American people from the colonial period to 1877. Emphasizes the development and adoption of the Constitution, the major events resulting in the democratization of American society, the sectional struggle over the nature of America's destiny, and the Reconstruction Era. **Meets AA general education Category IV. A writing emphasis course.**

**AMH 2020 American History from 1877** 3 cc  
**FA, SP, SU – Prerequisite:** Test score requirement the same as ENC 1101. A history of the American experience in the post-Civil War years. This course will emphasize the growth of American industry and business and the social and economic reforms connected with that growth. The course will also emphasize the emergence of the United States as a world power during the 20th century and the ramifications that rise has had on foreign and domestic policy. **Meets AA general education Category IV. A writing emphasis course.**

**AMH 2091 African-American History and Culture.** 3 cc  
**FA, SP – Prerequisite:** Test score requirement the same as ENC 1101. A history of the African-American experience from 1619 to the present. This course will emphasize the growth of an African-American community from slavery to freedom. This course will also examine the socio-political, cultural and artistic aspects of American life for Blacks in America. **Meets AA general education Category IV. A writing emphasis course.**

**AML 2010 American Literature to 1870** 3 cc  
**FA, SP – Prerequisite:** ENC 1102 with a grade of "C" or better. Selected American literature from its beginnings to the mid-nineteenth century. **Meets AA general education Category II. A writing emphasis course.**

**AML 2020 American Literature from 1870** 3 cc  
**FA, SP, SU – Prerequisite:** ENC 1102 with a grade of "C" or better. Selected American literature from the mid-nineteenth century to the present. **Meets AA general education Category II. A writing emphasis course.**

**AML 2600 Introduction to African-American Literature** 3 cc  
**FA, SP – Prerequisite:** ENC 1102 with a grade of "C" or better. Selected African-American and related literature from its beginning in the colonial period to the present. The course considers both African and European influences, covers a variety of literary genres, and relates African-American literary works to historical and present-day concerns. **Meets AA general education Category II. A writing emphasis course.**

**ANT 2000 Introduction to Anthropology** 3 cc  
**FA, SP, SU – Prerequisite:** Test score requirement the same as ENC 1101. This course is an introduction to anthropology and anthropological thought. Course offers basic treatment of human evolution, the origins of world civilization, world archaeology, and modern world cultures, stressing the continuities of human nature. **Meets AA general education Category IV. A writing emphasis course.**

**ANT 2410 Cultural Anthropology** 3 cc  
**SP – Prerequisite:** Test score requirement the same as ENC 1101. A course which focuses on non-Western cultures; specifically, the conditions that account for the different ways people organize their economic, religious, political, and family life. **Meets AA general education Category IV. A writing emphasis course.**

**APA 0260 Office Accounting** 2 vc  
**SP – The purpose of this course is to provide the students with a thorough knowledge of accounting procedures as applied in a medical setting. Students cover basic bookkeeping topics including accounting for accounts receivable, accounts payable, and payroll. After learning the accounting cycle and accounting principles, students complete an office accounting simulation case.**

**APA 2147 Accounting Software Applications** 3 cc  
**FA, SP – AAS only. Prerequisite:** ACG 2001 or ACG 2021. **Corequisites:** CGS 1570 or ACG 2011. This course is the study of Accounting Principles, practices and procedures as applied to a computerized environment reinforcement of fundamentals learned in financial accounting course(s). Topics to be covered: accounting cycles of service and merchandising businesses, bank reconciliations, voucher system and budgeting, accounts payable, accounts receivable, payroll, partnerships, corporations, financial statement analysis, departmentalized accounting and accounting system setup.

**ARH 1002 Art for Non-Majors** 3 cc  
**FA, SP – A study of the creative process for non art majors. Course is meant to develop an understanding of the contexts within which artists work, modern and historical, the technical processes they use, and the means by which art is evaluated. May include lectures, films, videos, gallery and studio visits, class discussions. No artistic skill required. Meets AA general education Category V.**

**ARH 1050 Art History I** 3 cc  
**FA – A chronological study of art history (to and including the Middle Ages). Meets AA general education Category V.**

**ARH 1051 Art History II** 3 cc  
**FA – A continuation of ARH 1050 in sequence from the Middle Ages to the present day. May be taken prior to ARH 1050. Meets AA general education Category V.**

**ARH 2000 Humanities Art. (For Non-Art Majors)** 3 cc  
**FA, SP, SU – A survey course for non-art majors covering painting, sculpture, architecture, and the arts of Western Civilization from antiquity to the present. Meets AA general education Category V.**

**ART 1150C Jewelry I** 3 cc  
**FA, SP, SU – Lab Fee.** A basic course involving the fundamentals of jewelry construction. Projects will be assigned that cover fabrication, cutting, soldering, lost wax casting, and stone setting, using silver and non-ferrous metals.

**ART 1151C Jewelry II** 3 cc  
**FA, SP, SU – Lab Fee. Prerequisite:** ART 1150C. Advanced jewelry making techniques building on those learned in Jewelry I. Processes will include enameling, raising, and forging.

**ART 1201C Two-Dimensional Design** 3 cc  
**FA, SP, SU – The elements of design; line, texture, shape, value and color are used to give substance to visual expression on the two-dimensional plane. Basic course for art majors.**

**ART 1203C Three-Dimensional Design** 3 cc  
**FA, SP – Lab Fee.** Basic problems in integrating line, form, color, and texture with actual space and volume. Various materials are used to construct three-dimensional forms. Serves as an introduction to sculpture.

**ART 1300C Drawing I** 3 cc  
**FA, SP, SU – Lab Fee.** A beginning studio class covering the drawing process and pictorial composition. Basic analytical and expressive approaches are applied to still life, interiors, landscape and the figure.

**ART 1301C Drawing II** 3 cc  
**SP – Lab Fee. Prerequisite:** ART 1300C. A continuation of ART 1300C in the study of drawing with emphasis on color.

**ART1400C Print Making I** 3 cc  
**TBA – Lab Fee. Prerequisites:** ART1201C, ART1300C. An introduction to the fundamentals of printmaking. Processes may include: relief (linoleum and woodblock), calligraphy, etching, monotypes, and solar prints.

**ART1401C Print Making II** 3 cc  
**TBA – Lab Fee. Prerequisites:** ART1201C, ART1300C, ART1400C. A continuation of Printmaking I. Processes may include: relief (linoleum and woodblock), calligraphy, etching, monotypes, and solar prints. Additional exploration into contemporary printmaking including mono prints, chine colle and mixed media with prints.

**ART 1750C Ceramics I** 3 cc  
**FA, SP, SU – Lab Fee.** Methods and techniques of making pottery using both the potter's wheel and hand-built procedures. Lectures in theory and practical experience in the use of clay, glazes, and firing techniques.

**ART 1751C Ceramics II** 3 cc  
**FA, SP, SU – Lab Fee. Prerequisite:** ART 1750C. Further exploration of techniques of pottery making.

**ART 2500C Painting I** 3 cc  
**TBA – Lab Fee. Prerequisites:** ART 1201C, ART 1300C or permission of instructor. The student is instructed in the academic methods of painting and then encouraged to explore other methods.

**ART 2501C Painting II** 3 cc  
**TBA – Lab Fee. Prerequisite:** ART 2500C or permission of the instructor. A continuation of ART 2500C in the exploration of traditional painting methods with an emphasis on mixed media and current development.

**ART 2602C Digital Imaging** 3 cc  
**TBA – Lab Fee. Prerequisites:** ART 1201C, ART 1300C, GRA 2152C. An advanced course using the computer for the creation of original art. Students might use resources such as drawing, collage, photography, mixed media, and digital scanning, along with image manipulation programs to explore the creation of expressive images and create a finished portfolio of art works. Emphasis will be placed on creativity, experimentation, and personal expression.

**ART 2701C Sculpture I** 3 cc  
**FA, SP – Lab Fee. Prerequisite:** ART 1203C or permission of the instructor. Investigation and employment of various materials, methods, and concepts available to the sculptor today. Exploration of metal, wood, clay, stone, and plaster techniques; lost wax bronze casting.

**ART 2702C Sculpture II** 3 cc  
**FA, SP – Lab Fee. Prerequisite:** ART 2701C or permission of the instructor. This course is a continuation of ART 2701C. Further investigation of sculptural media with major emphasis on advanced theories and techniques. Individual interests and personalized projects will be encouraged.

**ART 2900 ART 2901 Independent Study** 3 cc  
**TBA – Some sections may require Lab Fees. Prerequisite:** Permission of instructor. Independent study courses are available for most studio offerings. Contact the department head for information about any required prerequisites or about repeating this course for credit.

**ART 2905 Portfolio** 3 cc  
**FA, SP – Lab Fee.** The course will enable each student to present a prospective employer, college, or university with a professional portfolio and proof of experience in studio art courses, graphic design, photography and multimedia. Course should be taken during the student's last term of study.

**ART 2943 Arts Internship** 3 cc  
**TBA – Lab Fee.** Several professional internships are available on a competitive basis in various studio areas. These positions provide on-the-job training for college credit in local art-related businesses. Only advanced students are eligible. Contact your instructor for details on availability as internships vary from semester to semester.

**ART 2947, 2948, 2949 Art Co-op** 1 cc, 2 cc, 3 cc  
**TBA – Cooperative Education (Co-op)** is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

**ART 3170C Book Binding** 3 cc  
**TBA – Lab Fee. Prerequisites:** GRA2191C, ART2905. This course offers basic book binding techniques, methods, structures, and production of books.

**ASL 1140C American Sign Language I** 4 cc  
**FA, SP –** This course will introduce the student to the syntax and morphology of the entire native language of deaf people. The course is designed to promote a better understanding of American Sign Language and to clarify how it differs not only from developed English Sign Systems, but from the English language as a whole. The course will also describe the history, values, and culture of deaf persons in America. Emphasis is placed on the students' receptive skills rather than expressive skills. Learning activities are designed to reinforce instruction through the use of videotaped materials and practice exercises developed to correspond to textbook materials. Basic conversational receptive and expressive sign language practice will be emphasized. Greater depth is explored in Intermediate American Sign Language. Meets foreign language requirement.

**ASL 1150C American Sign Language II** 4 cc  
**FA, SP – Prerequisite:** ASL 1140C. This course will introduce the student to the principles of idiomatic speech and colloquialisms in conversational sign language. The course emphasizes intermediate level sign vocabulary, complex grammatical constructions, and the inflection patterns in spontaneous conversation. Additional instruction will be given on the production of the conceptually accurate sign. Emphasis will be placed on increasing the expressive and receptive proficiency of the student. Learning activities emphasize the use of videotaped materials and practice exercises developed to correspond with text book materials. Intermediate level expressive skills, (i.e., conversational skills) and receptive skills will be emphasized through interaction with deaf adults and videotaped stories. Meets foreign language requirement.

**ASL 2160C American Sign Language III** 4 cc  
**SP – Prerequisite:** ASL 1150C. This course is designed to continue development of conversational skills in ASL and an awareness of various aspects of deafness. Emphasis is placed on students' expressive skills. Students are presented with the structure, conversational vocabulary and grammatical principles of ASL while also focusing on the historical, cultural, and social aspects of deafness. Students are also introduced to ASL literature, enhancing both comprehension and appreciation of the art of narrative expression.

**ASL 2200C American Sign Language IV 4 cc**

**TBA – Prerequisite:** ASL 2160C. This course is an integration of expressive and receptive skills in American Sign Language with an emphasis on culturally appropriate discourse styles and contextualization. Students will be given instruction regarding idiomatic and colloquial usages of signs. Additional complex grammatical topics such as classifiers, role-shifting, use of space and contrastive structure will be included.

**ASL 2300 Structure of American Sign Language 3 cc**

**TBA – Prerequisites:** ASL 1140C, with a grade of "C" or better, SPA 1613C with a grade of "C" or better. This course in Structure of American Sign Language (ASL) is designed to explore the basic constructs of linguistics as they pertain to ASL. These basic concepts will be contrasted with corresponding constructs in English. Comparison and contrast between the two languages will include five levels of complexity: phonological, morphological, lexical, syntactic, and discourse.

**AST 1002 Descriptive Astronomy 3 cc**

**FA, SP, SU – A** study of the celestial sphere, constellations, time, telescopes, properties of light, the solar system, introduction to stars and galaxies. A working knowledge of arithmetic and simple algebra is required. **Meets AA general education Category VII.**

**AST 1002L Descriptive Astronomy Laboratory 1 cc**

**FA, SP, SU – Lab Fee. Corequisite:** AST 1002. An optional laboratory course designed to illustrate the laws and principles presented in AST 1002. Includes computer simulations, Internet astronomy, and calculations using the latest research. A working knowledge of arithmetic and simple algebra is required. **Meets AA general education Category VII.**

**ATE 1050 Canine and Feline Behavior 2 cc**

**TBA – Prerequisite:** Acceptance into the Veterinary Technology Program and completion of the programs semester one core courses with a C or better. This course will focus on common canine and feline behavior issues. There will be an emphasis on the client's role in behavior issues and how common behavior problems can lead to the choice of euthanasia for the patient. There will be a case presentation from each student which will satisfy the oral communication requirement.

**ATE 1110 Animal Anatomy and Physiology 3 cc**

**TBA – Prerequisites:** Completion of general education requirements as outlined in the program curriculum with a C or better and acceptance into the Veterinary Technology Program. **Corequisite:** ATE1110L This course will focus on fundamentals of anatomy and physiology of domestic animals, especially the canine, with emphasis on locating and identifying that anatomical regions and landmarks. This will teach the student to communicate to colleagues on a professional level.

**ATE 1110L Animal Anatomy and Physiology Lab 1 cc**

**TBA – Lab Fee. Prerequisite:** Completion of general education requirements with a C or better and acceptance into the Veterinary Technology Program. **Corequisites:** ATE1110 This course will focus on fundamental techniques in animal dissection and necropsy techniques. The laboratory will correlate the concepts taught in anatomy and physiology and give the students hands on experience. Animal handling, personal safety and OSHA standards will be demonstrated and practiced.

**ATE 1311****Veterinary Office Procedures and Terminology 3 cc**

**TBA – Lab Fee. Prerequisite:** Completion of general education requirements with a grade of C or better and acceptance into the Veterinary Technology Program. This course is designed as an entry level course for the technician program. This course will cover information as it relates to the field of veterinary technology and clinical practice management, office and hospital procedures, client relations and communication. This course will satisfy the Computer Competency requirement. This course will also cover an introduction to medical terminology and veterinary terminology. This course will cover the foundation of medical language such as word roots, prefixes, suffixes and combination of forms.

**ATE 1612 Large Animal Medicine 3 cc**

**TBA – Prerequisite:** Acceptance into the Veterinary Technology Program and completion of the programs, semester one core courses with a C or better. **Corequisites:** ATE 1636, ATE1636L. This course will focus on the common diseases, conditions and patient care in the equine, bovine, swine, camelid and small ruminants.

**ATE 1636 Large Animal Clinical Procedures 3 cc**

**TBA – Prerequisite:** Acceptance into the Veterinary Technology Program and completion of the programs semester one core courses with a C or better. **Corequisite:** ATE 1612, ATE1636L. This course will focus on large animal nursing skills as they relate to farm animals. There will be an emphasis on herd health and husbandry. There will also be a focus on farm animal nutrition as it relates to farm animal production. We will also cover reproduction and lactation in selected farm animal species.

**ATE 1636L Large Animal Clinical Procedures Lab 1 cc**

**TBA – Lab Fee. Prerequisite:** Acceptance into the Veterinary Technology Program and completion of the programs semester one core courses with a C or better. **Corequisites:** ATE1612, ATE1636. This course will focus on safe handling and restraint techniques used with large animals and production animals. The student will be exposed to selected farm animal species and perform various tasks related to husbandry, nutrition, therapeutic and dentistry procedures. Animal handling, personal safety and OSHA standards will be demonstrated and practiced.

**ATE 1650C Introduction to Clinical Procedures 3 cc**

**TBA – Lab Fee. Prerequisite:** Completion of general education requirements with a C or better and acceptance into the Veterinary Technology Program. This course is designed as an entry level course for the technician program. This course will cover entry level nursing skills and clinical laboratory skills. Instruction and development of occupational safety will be detailed in this course. Animal handling, personal safety and OSHA standards will be demonstrated and practiced.

**ATE 1941L Clinical Work Experience 1 cc**

**TBA – Prerequisite:** Acceptance into the Veterinary Technology Program and completion of the programs semester one core courses with a C or better. This course consists of supervised clinical experience in a work place approved by the instructor. A minimum of 64 hours per semester in a full service veterinary clinic is required.

**ATE 1942L Clinical Work Experience II 1 cc**

**TBA – Prerequisite:** Acceptance into the Veterinary Technology Program and completion of the programs semester one and two core courses, with a C or better. This course consists of supervised clinical experience in a work place approved by the instructor. A minimum of 64 hours in a full service veterinary clinic is required.

**ATE 2020 Contemporary Clinical Issues 3 cc**

**TBA – Prerequisite:** Acceptance into the Veterinary Technology Program and completion of the programs semester one, two, three, and four core courses, with a C or better. This course will focus on current trends in veterinary medicine. Special focus will be on the most current information for diagnostics, patient care, pharmacology and therapeutics. Veterinary practice management, alternative medicine, and the role of veterinary medicine in global settings will also be discussed.

**ATE 2501 Professional Development 2 cc**

**TBA – Prerequisite:** Acceptance into the Veterinary Technology Program and completion of the programs semester one, two, three, and four core courses, with a C or better. This course will focus on current information on credentialing and testing of veterinary technicians. We will also focus on the pursuit of employment in a professional environment and the pursuit of life-long learning.

**ATE 2511 The Human Animal Bond 2 cc**

**TBA – Prerequisite:** Acceptance into the Veterinary Technology Program and completion of the programs semester one, two, three, and four core courses with a C or better. This course will focus on the end of life issues with animals. Euthanasia and bereavement will be discussed along with how that impacts the veterinary healthcare team. Shelter medicine and the importance of early education of clients will be a focus in this class.

**ATE 2618 Small Animal Diseases 3cc**

**TBA-Prerequisites:** Acceptance into the Veterinary Technology Program and completion of the programs semester one core courses with a C or better. This course is designed to develop the basic knowledge of small animal diseases with an emphasis on dogs and cats. Clinical Signs, diagnostic tests, and client information will be highlighted.

**ATE 2630 Pharmacology 4 cc**

**TBA – Prerequisite:** Acceptance into the Veterinary Technology Program and completion of the programs semester one, two, and three core courses with a C or better. This course will focus on the importance of safety and efficacy when prescribing medication patients. This course will also cover the federal and state regulations that govern the prescription of medications.

**ATE 2632 Small Animal Clinical Procedures II 3 cc**

**TBA – Prerequisite:** Acceptance into the Veterinary Technology Program and completion of the programs semester one core courses with a C or better. **Corequisite:** ATE 2632L. This course is a continuation of ATE 1631. This course will focus on preventative medicine, diagnostic sampling, and therapeutic techniques performed in small animals. The diagnostic sampling will include pathology, parasitology, and microbiology. Safety and OSHA standards will be emphasized.

**ATE 2632L Small Animal Clinical Procedures II Lab 1 cc**

**TBA – Lab Fee. Prerequisite:** Acceptance into the Veterinary Technology Program and completion of the programs semester one core courses with a C or better. **Corequisite:** ATE 2632. This course will focus on laboratory procedures that are performed by veterinary technicians in a clinical setting on a regular basis. Topics to be included are clinical pathology and radiology. Animal handling, personal safety and OSHA standards will be demonstrated and practiced.

**ATE 2634 Small Animal Clinical Procedures III 3 cc**

**TBA – Prerequisite:** Acceptance into the Veterinary Technology Program and completion of the programs semester one, two, and three core courses with a C or better. **Corequisite:** ATE 2634L. This course will focus on small animal anesthetic procedures. The student will gain an understanding in patient assessment and risk status to help determine appropriate perianesthetic and anesthetic protocols to provide effective pain management and maximum safety.

**ATE 2634L Small Animal Clinical Procedures III Lab 1 cc**

**TBA – Lab Fee. Prerequisite:** Acceptance into the Veterinary Technology Program and completion of the programs semester one, two, and three core courses with a C or better. **Corequisite:** ATE 2634. This course will provide the psychomotor skills required for small animal anesthesia and dental prophylaxis. Animal handling, personal safety and OSHA standards will be demonstrated and practiced.

**ATE 2635 Small Animal Clinical Procedures IV 3 cc**

**TBA – Prerequisite:** Acceptance into the Veterinary Technology Program and completion of the programs semester one, two, three, and four core courses with a C or better. **Corequisite:** ATE 2635L. This course will focus on surgical nursing.

**ATE 2635L Small Animal Clinical Procedures IV Lab 1 cc**

**TBA – Lab Fee. Prerequisite:** Acceptance into the Veterinary Technology Program and completion of the programs semester one, two, three, and four core courses with a C or better. **Corequisite:** ATE 2635. This course will focus on surgical nursing. The skills taught in ATE 2634 will be demonstrated in this lab. Animal handling, personal safety and OSHA standards will be demonstrated and practiced.

**ATE 2671 Laboratory Animal Medicine 2 cc**

**TBA – Lab Fee. Prerequisite:** Acceptance into the Veterinary Technology Program and completion of the programs semester one and two core courses with a C or better. **Corequisite:** ATE 2671L. This class will focus on the basic principles of animal research and understand the utilization of laboratory animals in animal research. We will also have a working knowledge of federal, state, and local animal welfare regulations.

**ATE 2671L Laboratory Animal Medicine Lab 1 cc**

**TBA – Prerequisite:** Acceptance into the Veterinary Technology Program and completion of the programs semester one and two core courses with a C or better. **Corequisite:** ATE 2671. This class will focus on the basic principles of animal research and understand the utilization of laboratory animals in animal research. We will also have a working knowledge of federal, state, and local animal welfare regulations. Animal handling, personal safety and OSHA standards will be demonstrated and practiced.

**ATE 2710 Veterinary Emergency Medicine 3 cc**

**TBA – Prerequisite:** Acceptance into the Veterinary Technology Program and completion of the programs semester one, two, and three core courses with a "C" or better. This course will focus on the fundamentals of veterinary emergency medicine. An emphasis will be placed on nursing skills, triaging, complications and CPR.

**ATE 2722 Avian, Exotic, Small Mammals and Fish 2 cc**

**TBA – Prerequisite:** Acceptance into the Veterinary Technology Program and completion of the programs semester one and two core courses with a C or better. This course will focus on the approach to providing safe and effective care for birds, reptiles, amphibians, guinea pigs, hamsters, gerbils, and ferrets. Animal handling, personal safety and OSHA standards will be demonstrated and practiced.

**ATE 2943L Clinical Work Experience III 1 cc**

**TBA – Prerequisite:** Acceptance into the Veterinary Technology Program and completion of the programs semester one, two, and three core courses with a C or better. This course consists of supervised clinical experience in a work place approved by the instructor. A minimum of 64 hours in a full service veterinary clinic is required.

**ATE 2944L Clinical Work Experience IV 1 cc**

**TBA – Prerequisite:** Acceptance into the Veterinary Technology Program and completion of the programs semester one, two, three, and four and core courses with a C or better. This course consists of supervised clinical experience in a work place approved by the instructor. A minimum of 64 hours in a full service veterinary clinic is required.

**BCN 1001 Building Construction 3 cc**

**FA, SP – AAS only.** A course planned to acquaint the student with the terminology, methods, procedures, materials, sequences of operations, and types of construction.

**BCN 2405 Construction Mechanics 3 cc**

**SP – AAS only. Prerequisite:** BCN 1001 or permission of instructor. **Corequisite:** MAT 1033 or MAC 1105 or permission of instructor. A beginning course in structural design for Building Construction, Drafting and Design, and Civil Engineering Technology students which does not require a rigorous mathematical treatment. Emphasis is in problem solving. Includes resultants and equilibrium of force systems—beams, trusses, frames. Includes centroids and shear and moment diagrams.

**BCN 2440 Concrete Construction** 3 cc  
**SP – AAS only. Prerequisite:** BCN 1001. An introductory course involving the design of mixes of quality concrete, reinforced concrete designs of various types of structures using algebraic equations, use of tables, nomographs, and other handbook data.

**BCN 2721 Construction Management** 3 cc  
**FA – AAS only. Lab Fee. Prerequisites:** BCN 1001, CGS 1570 or permission of instructor. A study of the techniques and skills needed to plan, manage, and oversee the processes involved in the Building Construction Industry. A computer applications software is used in the course.

**BCN 2947, 2948, 2949 Building Construction Technology Co-op** 1 cc, 2 cc, 3 cc  
**FA, SP, SU – AAS only.** Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

**BCT 2706 Construction Documents** 3 cc  
**FA – AAS only. Prerequisite:** BCN 1001 or permission of instructor. A study of the documents used in the construction industry. These documents involve the study, use and legal aspects of advertisement for bids, contracts, change orders, insurance and bonds.

**BCT 2760 Building Codes** 3 cc  
**FA – AAS only. Prerequisite:** BCN 1001 or permission of instructor. A study of the Building Codes designed to acquaint the student with the requirements for commercial construction based on occupancy classification and construction type.

**BCT 2770 Construction Estimating** 3 cc  
**FA – AAS only. Lab Fee. Prerequisite:** BCN 1001. A course involving systems of accounting, material inventory, and the critical path method of planning and scheduling. This course is designed specifically for cost estimating in heavy construction but those who complete it should have no trouble doing light construction or commercial estimating. Completion of or simultaneous enrollment in, ETD 1399 or the ability to read blueprints will aid the student in this class. Some computer assisted estimating is used.

**BCV 0003C Introductory Craft Skills** 5 vc  
**TBA-Lab Fee.** This is an introductory course required by The National Center for Construction Education and Research (NCCER) for all construction trade vocational certificate programs (carpentry, electrical, plumbing and HVAC) as part of their certifications. Key content includes: Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Introduction to Blueprints, Basic Rigging, Basic Communication Skills, and Basic Employability Skills. As part of the curriculum students will be given an opportunity to become certified in CPR, AED, First Aid and OSHA-10.

**BCV 0020C Tools and Pre-Construction Skills** 5 vc  
**TBA – Lab Fee. Prerequisite:** Permission of instructor. This course is designed to teach entry-level job skills in carpentry. Topics include the safe use of all hand and power tools, construction math, construction of saw horses, saw vises and tool box, the uses of the framing square and reading construction working drawings. The student will learn procedures in basic rigging, communication and employability skills.

**BCV 0103C Wood Products, Lumber and Framing Components** 5 vc  
**TBA – Lab Fee. Prerequisite:** Permission of instructor. This course is designed to teach entry-level job skills in carpentry. Topics include wood and different kinds of construction lumber. This course also includes building fasteners, adhesives, hardware, and their applications, and secondary use of hand and power tools used in the construction industry. Students will be introduced to carpentry applications and construction processes in floor systems, walls and ceilings, roof framing and windows and doors.

**BCV 0117C Introduction to Carpentry** 8 vc  
**TBA-Lab Fee. Prerequisite:** BCV 0003C. Introductory Craft Skills or permission of instructor. This is the first in a series of courses which lead to the Florida Vocational Certificate in Carpentry. The curriculum will enable the student to earn NCCER certifications up to Level One. The following topics will be stressed: Orientation to the Trade, Building Materials, Fasteners, and Adhesives, Hand and Power Tools, Reading Plans and Elevations, Floor Systems, Wall and Ceiling Framing, Roof Framing, Introduction to Concrete, Reinforcing Materials, and Forms, Windows and Exterior Doors, and Basic Stair Layout.

**BCV 0120C Carpentry Framing & Finishing** 7 vc  
**TBA-Lab Fee. Prerequisite:** BCV 0112C or permission of instructor. This is the second in a series of courses which lead to the Florida Vocational Certificate in Carpentry. The curriculum will enable the student to earn NCCER certifications up to Level One. The following topics will be stressed: Key content includes: Commercial Drawings, Roofing Applications, Thermal and Moisture Protection, Exterior Finishing, Cold-Formed Steel Framing, Drywall Installation, Drywall Finishing, Doors and Door Hardware, suspended Ceilings, Window - Door - Floor and Ceiling Trim, Cabinet Installation and Fabrication.

**BCV 0121C Rigging and Concrete** 6 vc  
**TBA-Lab Fee. Prerequisite:** BCV 0120C. Carpentry Framing & Finishing or permission of instructor. This is the third in a series of courses which leads to the Florida Vocational Certificate in Carpentry. The curriculum will enable the student earn NCCER certification. Content will emphasize Rigging Equipment, Rigging Practices, Properties of Concrete, Reinforcing Concrete, Handling and Placing Concrete, Trenching and Excavating, Foundations and Slab-On-Grade, Vertical Formwork, Horizontal Formwork, and Tilt-Up Wall Panels.

**BCV 0123C Foundations and Forms** 7 vc  
**TBA-Lab Fee. Prerequisite:** BCV 0121C. Rigging and Concrete or permission of instructor. This is the third in a series of courses which leads to the Florida Vocational Certificate in Carpentry. The curriculum will enable the student earn NCCER certification. Content will emphasize Trenching and Excavating, Foundations and Slab-On-Grade, Vertical Formwork, Horizontal Formwork, and Tilt-Up Wall Panels.

**BCV 0124C Advanced Carpentry** 7 vc  
**TBA-Lab Fee. Prerequisite:** BCV 0123C. Foundations and Forms or permission of instructor. This is the last in a series of courses which leads to the Florida Vocational Certificate in Carpentry. The curriculum will enable the student earn NCCER certification. Content will emphasize a variety of topics including but not limited to Site Layout Distance Measurement and Leveling, Site Layout Angular Measurement, Advanced Roof Systems, Advanced Wall Systems, Advanced Stair Systems, Introduction to Light Equipment, Welding, Commercial Finish Work, Site Preparation, and Introductory Skills for the Crew Leader.

**BCV 0139C Foundation, Wall and Floor Framing** 5 vc  
**TBA – Lab Fee. Prerequisite:** Permission of instructor. This course is designed to teach entry-level job skills. Topics include procedures necessary to make buildings and houses strong. The course also includes framing and bracing of floors and walls.

**BCV 0146C Roof Framing I** 5 vc  
**TBA – Lab Fee. Prerequisite:** Permission of instructor. This course is designed to teach entry-level job skills in carpentry. Topics include basic styles of roofs and construction and framing of a gable, hip and combination roof.

**BCV 0147C Roof Framing II and Timber Construction** 5 vc  
**TBA – Lab Fee. Prerequisites:** BCV 0150C and permission of instructor. This entry-level job course is a continuation of Roof Framing I. Topics include layout and construction of a combination roof.

**BCV 0170C Interior Trim** 5 vc  
**TBA – Lab Fee. Prerequisite:** Permission of instructor. This course is designed to teach entry-level job skills in carpentry. Topics include the fundamentals of wall covering, door hanging, windows, stairs and cabinets.

**BCV 0173C Exterior Trim and Hardware Finishes** 5 vc  
**TBA – Lab Fee. Prerequisite:** Permission of instructor. This course is designed to teach entry-level job skills in carpentry. Topics include the different types of exterior finishing material and their application. The course also includes the different finish and rough hardware methods of installation, intended uses and appearances.

**BCV 0450C Plumbing Repairs** 4 vc  
**TBA – Prerequisite:** BCV 0523C, BCV 0571C and permission of instructor. This course is designed to teach the repair, service and maintenance of plumbing systems including the tap connections to municipal sewer/water piping.

**BCV 0500C Introduction to Plumbing** 4 vc  
**TBA – Prerequisite:** Permission of instructor. This course is designed to teach entry level job skills and to familiarize students with the plumbing trade. Content provides an introduction to the plumbing skills including safety, identifying tools, pipe fittings, pipe joints, plumbing fixtures and communications. Also included will be working conditions, wages, benefits and job specialization.

**BCV 0504C Plans, Blueprints and Isometric Drawing** 4 vc  
**TBA – Prerequisite:** BCV 0510C and permission of instructor. This course is designed to teach the basics on reading and interpreting plans and blueprints and will include isometric sketches, pipe drawings, plan view and schematics.

**BCV 0510C Introduction to Pipefitting** 4 vc  
**TBA – Prerequisite:** BCV 0500C and permission of instructor. This course is designed to teach entry level job skills and to familiarize students with the pipefitting trade. Students will learn basic use and tools in the trade, read and interpret blueprints, building codes as applies to the trade.

**BCV 0523C Fixtures, Valves and Faucets** 4 vc  
**TBA – Prerequisite:** BCV 0504C and permission of instructor. This course is designed to familiarize students with various plumbing fixtures such as kitchen sinks, water closets, bathtubs, showers, hose bibbs, urinals and water coolers. The student will also be able to recognize and repair the major types and brands of faucets and valves.

**BCV 0570C Water supply/Potable Water Systems** 4 vc  
**TBA – Prerequisite:** BCV 0504C and permission of instructor. This course is designed to equip students with the ability to design and layout potable water systems, types of material, use and size, routing and sizing of supply piping, supports and hangers. Also included will be the various types of shallow wells and circulating pumps, principles of using solar energy collector plates, storage tanks, valves and pumps.

**BCV 0571C Drain, Waste and Venting** 4 vc  
**TBA – Prerequisite:** BCV 0504C and permission of instructor. This course is designed to equip the student with the ability to design and layout sanitary drainage systems. The student will also learn types of venting systems, code-specified sizing based on 10-D-9, wet venting, common venting, combination waste and vent, utility and loop, or circuit venting.

**BCV 0580C Storm Drains, Interceptors** 4 vc  
**TBA – Prerequisite:** BCV 0504C and permission of instructor. This course is designed to teach recognition, design function and installation of intercepting devices and storm drainage systems as they related to the plumbing trade.

**BCV 0602C DC and AC Theory** 5 vc  
**TBA – Lab Fee. Prerequisite:** Permission of instructor. This course is designed to teach entry-level job skills for electricians. Topics include test equipment, Ohms law principles of induction, principles of capacitance, DC circuitry, principles of magnetism/ electromagnetism, circuits, conductors, and insulators as well as electrical codes, electrical terminology, and concepts of work and energy.

**BCV 0610C NEC Review** 5 vc  
**TBA – Lab Fee. Prerequisite:** Permission of instructor. This course is designed to give students the necessary skills to understand and use the National Electric Code (NEC) in preparation for the journeyman and master license examination as well as basic understanding for electrical helpers to stay abreast with changes in the "code" from edition to edition.

**BCV 0629C Residential Wiring I** 5 vc  
**TBA – Lab Fee. Prerequisite:** BCV 0602C and permission of instructor. This course is designed to help give students the necessary entry level skills in residential wiring to establish the foundation for becoming an electrical helper. Topics include, but are not limited to the following: 1) Proper use of both hand and power tools. 2) Blueprint reading. 3) Materials identification. 4) Basic residential circuits. 5) Terminology. 6) Wiring techniques. 7) The National Electric Code (NEC) requirements.

**BCV 0642C Residential Wiring II** 5 vc  
**TBA – Lab Fee. Prerequisite:** BCV 0629C and permission of instructor. This course is designed to give students the necessary skills to perform residential installations. This course is a continuation of BCV 0629C.

**BCV 0660C Commercial Wiring I** 5 vc  
**TBA – Lab Fee. Prerequisite:** BCV 0602C and permission of instructor. This course is designed to give students the necessary entry level skills to function in the commercial electrical installation environment. Topics include, but are not limited to the following: 1) Commercial circuit requirements. 2) NEC requirements. 3) Conduit bending experience. 4) Conduit installations. 5) Commercial lighting systems. 6) Site plans and interpretation.

**BCV 0661C Commercial Wiring II** 5 vc  
**TBA – Lab Fee. Prerequisite:** BCV 0660C and permission of instructor. This course is designed to give students the necessary entry level skills to perform commercial installations. This course is a continuation of BCV 0660C.

**BCV 0662C Electrical Maintenance** 5 vc  
**TBA – Lab Fee. Prerequisite:** BCV 0602C and permission of instructor. This course is designed to give students the necessary skills to perform electrical maintenance on various types of residential and commercial installations. Topics include, but are not limited to the following: 1) General power distribution systems for both residential and commercial installations. 2) HVAC requirements. 3) General single-phase motor maintenance. 4) Commercial lighting maintenance. 5) Low voltage control systems.

**BCV 0670C Introduction to Electricity Level 1** 4 vc  
**TBA-Lab Fee. Prerequisite:** BCV 0003C or permission of instructor. Electricians install electrical systems in structures; they install wiring and other electrical components, such as circuit breaker panels, switches, and light fixtures, and they follow blueprints, the National Electrical Code® and state and local codes. This is the initial course in Electricity leading to a Florida Vocational Certificate. Students will concentrate on electrical theory as well as gain proficiency with hands on lab work. This is the initial course within NCCER's 4-level Electrical.

**BCV 0671C Intermediate Electricity Level 1** 4 vc  
**TBA-Lab Fee. Prerequisite:** BCV 0003C or permission of instructor. This course is part of a sequence of instruction in Electricity leading to a Florida Vocational Certificate. Students will concentrate on electrical theory as well as gain proficiency with hands on lab work. This course helps prepare a student for NCCER's Level 1 certification

**BCV 0672C Introduction to Electricity Level 2** 6 vc  
**TBA-Lab Fee. Prerequisite:** BCV 0003C or permission of instructor. This course is part of a planned sequence of instruction in Electricity leading to a Florida Vocational Certificate. Students will concentrate on electrical theory as well as gain proficiency with hands on lab work. This course prepares a student to take NCCER's Level 2 certification test.

**BCV 0673C Intermediate Electricity Level 2** 4 vc  
**TBA-Lab Fee. Prerequisite:** BCV 0003 or permission of instructor. This is part of the sequence of courses in Electricity leading to a Florida Vocational Certificate. Students will continue to study NCCER Level 2 topics, concentrating on electrical theory as well as gain proficiency with hands on lab work. This course is part of a student's preparation to take NCCER's Level 2 certification test.

**BCV 0674C Intermediate Electricity Level 3** 4 vc  
**TBA-Lab Fee. Prerequisite:** BCV 0003C or permission of instructor. This is part of the sequence of courses in Electricity leading to a Florida Vocational Certificate. Students will continue study of Level 3 topics. This course is part of a student's preparation to take NCCER's Level 3 certification test with hands on lab work. This course is part of a student's preparation to take NCCER's Level 3 certification test.

**BCV 0675C Intermediate Electricity Level 3** 4 vc  
**TBA-Lab Fee. Prerequisite:** BCV 0003C or permission of instructor. This is part of the sequence of courses in Electricity leading to a Florida Vocational Certificate. Students will continue study of Level 3 topics. This course is part of a student's preparation to take NCCER's Level 3 certification test with hands on lab work. This course is part of a student's preparation to take NCCER's Level 3 certification test.

**BCV 0676C Introduction to Electricity Level 4** 5 vc  
**TBA-Lab Fee. Prerequisite:** BCV 0003C or permission of instructor. This is part of the sequence of courses in Electricity leading to a Florida Vocational Certificate. Students will concentrate on electrical theory as well as gain proficiency with hands on lab work. This course is part of a student's preparation to take NCCER's Level 4 certification test.

**BCV 0677C Intermediate Electricity Level 4** 4 vc  
**TBA-Lab Fee. Prerequisite:** BCV 0003C or permission of instructor. This is part of the sequence of courses in Electricity leading to a Florida Vocational Certificate. Students will concentrate on electrical theory as well as gain proficiency with hands on lab work. This course is part of a student's preparation to take NCCER's Level 4 certification test.

**BCV 0925 Building Co-op** 5 vc  
**TBA – Cooperative Education (Co-op)** is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

**BCV 0931C Special Topic in Building Construction** 1 vc  
**TBA-Prerequisite:** Permission of instructor. A course designed to allow flexibility to present a wide variety of topics related to the construction field trades.

**BCV 0932C Special Topic in Building Construction** 2 vc  
**TBA-Prerequisite:** Permission of instructor. A course designed to allow flexibility to present a wide variety of topics related to the construction field trades.

**BCV 0935 Special Topics Construction Trades** 5 cc  
**TBA – Prerequisites:** BCV 0141C or BCV 0642C or permission of the instructor or department head. This course is designed to allow flexibility for presenting a variety of topics relating to the construction trade industries, such as current and future trends and new technologies. This course may be repeated when the content varies.

**BCV 0949 Electrical Co-op** 5 vc  
**TBA – Lab Fee. Prerequisite:** Permission of instructor. Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's vocational field of study. Each student must meet certain Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

**BOT 1010 General Botany** 3 cc  
**FA, SP, SU – Corequisite:** BOT 1010L. Morphological, physiological, and taxonomic aspects of plants are studied. Significant plant groups are surveyed to illustrate basic biological principles. **Meets AA general education Category VI.**

**BOT 1010L General Botany Laboratory** 1 cc  
**FA, SP, SU – Lab Fee. Corequisite:** BOT 1010. An introductory laboratory course with the appropriate microscope, dissection, and experimental exercises to accompany BOT 1010. **Meets AA general education Category VI.**

**BSC 0070 Structure and Function** 2 vc  
**FA, SP, SU –** This course covers basic normal anatomy and physiology and explores man's need to maintain homeostasis in his environment. The foundation for subsequent learning involving human structure and physiology is emphasized. Medical terminology for each system is integrated throughout the course.

**BSC 1005 Biological Principles for Non-Majors** 3 cc  
**FA, SP, SU –** A study of the principles of biology (cell theory, cellular process, theories of heredity and evolutionary theory) and a survey of the diversity of organisms. A course for non-majors; not recommended for biology majors. **Meets AA general education Category VI.**

**BSC 1005L Biological Principles for Non-Majors Laboratory** 1 cc  
**FA, SP, SU – Lab Fee. Prerequisite or Corequisite:** BSC 1005. A laboratory course providing exercises and experiments to demonstrate the principles of biology and the diversity of life. A course for non-majors; not recommended for biology majors. **Meets AA general education Category VI.**

**BSC 1080 Essentials of Anatomy and Physiology** 3 cc  
**FA, SP – Corequisite:** BSC 1080L. This is a survey course consisting of lectures and demonstrations covering the basic structures and functions of the human body. It is not recommended for students who intend to major in biology, medicine, or registered nursing.

**BSC 1080L Essentials of Anatomy and Physiology Laboratory** 1 cc  
**FA, SP – Lab Fee. Corequisite:** BSC 1080. This is a laboratory course in which dissected materials, microscopy, models, and other supplemental materials will be used to reinforce concepts presented in BSC 1080.

**BSC 1093 Anatomy and Physiology I** 3 cc  
**FA, SP, SU – Prerequisite:** Biology (high school or equivalent). **Corequisite:** BSC 1093L. This course is an intensive study of human anatomy with emphasis on normal physiology and disease states that result when normal homeostatic mechanisms are compromised. Topics covered include basic cellular function, tissue components of the body, cellular metabolism, integumentary, skeletal, muscular, and nervous systems and special senses.



**BSC 1093C Anatomy and Physiology I** 4 cc  
**FA, SP, SU – Lab Fee. Prerequisite:** Biology (high school or equivalent). This course is an intensive study of human anatomy with emphasis on normal physiology and disease states that result when normal homeostatic mechanisms are compromised. Topics covered include basic cellular structure and function, tissue components of the body, cellular metabolism, integumentary, skeletal, muscular, and nervous systems and special senses. Laboratory exercises are intended to enhance topics covered in lecture. Models, dissection material, and other media are used to explore the structure of the cell, tissues, integumentary, skeletal, muscular, and nervous systems.

**BSC 1093L Anatomy and Physiology I Laboratory** 1 cc  
**FA, SP, SU – Lab Fee. Corequisite:** BSC 1093. This course uses laboratory exercises in anatomy and physiology intended to enhance topics covered in BSC 1093. Models, dissection material and other media will be used to explore the structure of the cell, tissues, integumentary, skeletal, muscular, and nervous systems.

**BSC 1094 Anatomy and Physiology II** 3 cc  
**FA, SP, SU – Prerequisite:** BSC 1093. **Corequisite:** BSC 1094L. This course is a continuation of BSC 1093. Topics covered include the endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary and reproductive systems, including genetics, general developmental concepts and pregnancy. Normal and pathological conditions of fluid, acid-base, and electrolyte balance are also surveyed.

**BSC 1094C Anatomy and Physiology II** 4 cc  
**FA, SP, SU – Lab Fee. Prerequisites:** BSC 1093 and BSC 1093L; or BSC 1093C. This course is a continuation of BSC 1093 and BSC 1093L or BSC 1093C. Topics covered include the endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary and reproductive systems, including genetics, general developmental concepts, and pregnancy. Normal and pathological conditions of fluid, acid-base, and electrolyte balance are also surveyed. Laboratory exercises in anatomy and physiology to enhance topics covered in the lecture. Models, dissection material and other media will be used to explore the structure of the sensory, cardiovascular, respiratory, digestive, urinary and reproductive systems.

**BSC 1094L Anatomy and Physiology II Laboratory** 1 cc  
**FA, SP, SU – Lab Fee. Prerequisite:** BSC 1093L. **Corequisite:** BSC 1094. Continuation of BSC 1093L. This course uses laboratory exercises in anatomy and physiology to enhance topics covered in BSC 1094. Models, dissection material and other media will be used to explore the structure of the sensory, endocrine, cardiovascular, respiratory, digestive, urinary and reproductive systems, including genetics.

**BSC 1931, 1931L, 1932, 1932L, 1933**  
**Special Topics in Biological Sciences** 1 cc, 2 cc, 3 cc  
**FA, SP, SU –** Some sections may require Lab Fees. This course is designed to allow flexibility for presenting a variety of topics in biological sciences, such as biotechnology, environment, and natural history. The course may be repeated for credit when content varies.

**BSC 2010 Integrated Principles of Biology** 3 cc  
**FA, SP, SU – Prerequisites:** High school biology and chemistry or permission of department head. **Corequisite:** BSC 2010L. Study of the cellular, genetic, and evolutionary principles which form the foundation of biology. Emphasis on biomolecules, cell structure and function, protein synthesis, genetics and organic evolution. The first course for biology majors. **Meets AA general education Category VI**

**BSC 2010L**  
**Integrated Principles of Biology Laboratory** 1 cc  
**FA, SP, SU – Lab Fee. Prerequisites:** High school biology and chemistry or permission of department head. **Corequisite:** BSC 2010. A laboratory course which provides hands-on exercises to complement the material in lecture course BSC 2010. Required for biology majors. **Meets AA general education Category VI.**

**BSC 2033 Ethical Issues in Biology** 2 cc  
**SP, SU – Prerequisite:** BSC 1005 or BSC 2010 or BSC 1080 or BSC 0070 or BSC 1093 and BSC 1094. In recent years, the life sciences have produced numerous techniques and laboratory devices whose applications have produced challenging ethical dilemmas for modern society. This course explores the complex interactions that occur at the overlap between ethics and modern biology. Topics to be presented will include the use of genetic information, genetic testing, genetic engineering, gene therapy, medical ethics, use of reproductive technologies, abortion, euthanasia, xenotransplantation and cloning.

**BUL 2241 Business Law** 3 cc  
**FA, SP, SU –** This is a general introduction to law which includes a study of the foundations of legal systems and the role of law in society, fundamental principles of the law of crimes, torts, contracts, sales, and commercial paper. Emphasis is placed on logical reasoning and the application of rules of law to everyday business affairs.

**BUL 3130 Legal Environment of Business** 3 cc  
**TBA –** The course includes issues such as: Contracts, Torts, Legal/Political/Economic Aspects of Ethics and the Law, U.C.C., Antitrust Law, Employment Law, Administrative Law, Securities Law, and International Business Law Topics.

**CAP 2050 XBOX Game Programming** 3 cc  
**TBA – Lab Fee. Prerequisite:** COP 2360 or COP 2800. Students will be introduced to Microsoft's XNA programming language. They will learn how the XNA framework integrates with C#, basic game programming concepts, how to create 2D and 3D games using the language, and how to transfer games on the Xbox.

**CAP 2051 Game Level Design** 3 cc  
**TBA – Lab Fee. Prerequisites:** COP 1000, COP 1510. Introduction to the tools and concepts used to create levels for games and simulations. Incorporates level design, architecture theory, concepts of critical path and flow, balancing, play testing, and storytelling. Includes utilization of toolsets from industry titles.

**CCJ 1020 Introduction to Criminal Justice** 3 cc  
**FA, SP, SU –** An introductory course designed to familiarize students with the criminal justice system. Emphasis is placed on understanding the nature, functions and limits of law. Special attention will be given to the criminal justice process from arrest to final disposition. The course will prepare the student for succeeding courses in the criminal justice program. Course is highly recommended for non-majors. Meets AA general education Category IV.

**CCJ 1452 Criminal Justice Administration** 3 cc  
**FA, SP, SU –** Theory and practice of organizational and administrative principles as they apply to criminal justice agencies at federal, state and local levels of government.

**CCJ 2010 Criminology** 3 cc  
**FA, SP, SU –** This course is designed to give students an opportunity to study the nature of criminal and delinquent behavior. The course will present the many diverse views that characterize criminology, the study of crime and delinquency, and reflect the interdisciplinary nature of this field.

**CCJ 2687 Victimology** 3 cc  
**TBA-Prerequisites:** CCJ 1020. Victimology is an academic discipline that is a relatively new concept in the United States. The victim's movement continues to gain strength across the country. States continue to enact laws giving victims of crimes more opportunities to participate in the criminal justice system. Individuals who work with victims need to understand the legal, psychological, and social aspects of victimology.



**CCJ 2947, 2948, 2949****Criminal Justice Co-op****1 cc, 2 cc, 3 cc**

**FA, SP, SU** – Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

**CET 1112C Digital Fundamentals****3 cc**

**FA, SP, SU – AAS only. Lab Fee. Corequisite:** CGS 1061C. A theory-lab course covering introductory concepts of digital circuits. Material covered in theory and lab includes number systems, digital codes, logic circuits, Boolean algebra, Karnaugh mapping, Demorgan's Theorem, arithmetic circuits, code converters, multiplexers, and demultiplexers.

**CET 1178C PC Hardware (A+)****3 cc**

**FA, SP, SU – AAS only. Lab Fee. Prerequisite:** CGS 1061C. This course is designed to prepare the student to take the A+ Certification exam, by teaching the student basic technical skills needed to understand the function and operation of the major elements of personal computer systems, and how to localize and correct common hardware and software problems.

**CET 1179C PC Operating Systems (A+)****3 cc**

**FA, SP, SU – AAS only. Lab Fee. Prerequisite:** CGS 1061C. This course is designed to prepare the student to take the A+ Certification exam by making the student proficient in personal computer operating systems including DOS, Win 98/2000/XP. Major topics include disk, file and memory management, system configurations, menu driven processing, graphical user interfaces, boot files, disk caching, virtual memory, device drivers, TSRs, and basic system errors.

**CET 1588C Network +****3 cc**

**FA, SP, SU – AAS only. Lab Fee. Prerequisite:** CGS 1061C or permission of instructor. This course serves as a general introduction for students to acquire a foundation in current network technologies for local area networks (LANs), wide area networks (WANs), and the Internet. This course prepares the student to take the CompTIA Network+ certification exam. The course provides an introduction to the hardware, software, terminology, components, design, and connections of a network, as well as the topologies and protocols for LANs. It covers LAN-user concepts and the basic functions of system administration and operation.

**CET 1600C Network Fundamentals****3 cc**

**FA, SP – AAS only. Lab Fee. Prerequisite:** CGS 1061C or permission of instructor. This course introduces the student to the basics of internetworking technology. This is also the first of four courses designed to prepare a student to take the Cisco Certified Network Associate Exam. The student will study networks and layers, networking devices, IP addressing, ARP and RARP, media and design, topology, structured cabling, electricity and electronics, and network management.

**CET1605C Introduction to Cisco Internetworking****3 cc**

**TBA- Prerequisites:** CGS 1061C. This course will cover the concepts of routers and switches and how they are used in internetworking. The course is also an overview for the Cisco CCNA certification.

**CET 1610C Router Protocols and Concepts****3 cc**

**FA, SP – AAS only. Lab Fee. Prerequisite:** CET 1600C. This course introduces the student to the basics of router configurations. This is also the second of four courses designed to prepare a student to take the Cisco Certified Network Associate Exam. The student will study router components, router configuration, IOS, TCP/IP addressing, and other router protocols.

**CET 1630C Network Cable Installation****2 cc**

**TBA – AAS only. Prerequisite:** CGS 1061C. This is an introductory course about broadband cable installation. The student will learn about basic broadband theory and technology

as well as techniques used to install and troubleshoot broadband cable installations.

**CET 1632C Fiber Optic Installation and Activation****2 cc**

**TBA – AAS only. Prerequisite:** CET 1630C. This course covers fiber-optic technology including the attributes of various fiber-optic networks and transmission systems. It also covers fiber optic topologies, amplitude modulation, frequency modulation and digital modulation as well as multiplexing and de-multiplexing.

**CET 1634C Telecommunications Distribution Systems****3 cc**

**FA, SP, SU – AAS only. Lab Fee.** This course is designed to teach a student the fundamentals of structured cabling systems and the fundamentals of grounding and protection for telecommunications systems. It also will be an introduction to telecommunications cabling infrastructure for a customer-owned outside plant.

**CET 1730C Windows Server 2008 Active Directory****3 cc**

**TBA- Lab Fee. Prerequisites:** CGS1061C, CTS1300. This course provides students with the knowledge and skills necessary to configure the Windows Server 2008 Active Directory and prepares students for the Microsoft Exam 70-640.

**CET 2071****Converged Communications: Voice, Video, and Data****3 cc**

**FA, SP, SU – AAS only.** This course provides competence in convergent technologies, including data networking, telephony networking and video networking. This course will sharpen an IT professional's understanding of requirements analysis, implementation and management of basic data components and voice and multimedia applications, as well as basic problem analysis and resolution for convergent technologies. Job titles that would benefit from this course include server technician, system or network administrator, Internet systems administrator and field support technician. This course will also provide the knowledge and skills to sell and service components of data, voice and multimedia convergence technologies.

**CET 2113C Digital Circuits****3 cc**

**SP – AAS only. Lab Fee. Prerequisite:** CET 1112C. A theory-lab course which covers additional digital electronics circuits and concepts. Circuits included are latches, flip-flops, counters, registers, multivibrators, timers, digital-to-analog converters (DAC), analog to digital converters (ADC), and common memory technologies (R/WR and ROM).

**CET 2123C Microprocessor Fundamentals****3 cc**

**FA – AAS only. Lab Fee. Prerequisite:** CET 2113C. A theory-lab course which teaches the fundamentals of the microprocessor, including MPU architecture, bus concepts, and memory mapping. Assembly language programming is emphasized with specific applications for interrupt routines.

**CET 2172C Personal Computers Maintenance, Upgrade and Support****3 cc**

**FA, SP – AAS only. Lab Fee. Prerequisite:** CET 1178C or departmental waiver based on documented personal experience. A combination theory and laboratory oriented course which introduces the student to maintenance of microcomputers. It will prepare students in maintenance, upgrade, and support of PC's. Major items covered include: hardware/software/firmware concepts, troubleshooting, repair, support of the PC, LAN/WAN network applications, and operating systems.

**CET 2614C Cisco CCNA Security****3 cc**

**TBA – Lab Fee. Prerequisites:** CET 2620C, CTS 2120C. This course focuses on the overall security process based on a security policy and its relation to the router IOS firewall. This course also maps to the Cisco CCNA Security Exam.

**CET 2615C LAN Switching and Wireless****3 cc**

**FA, SP – AAS only. Lab Fee. Prerequisite:** CET 1610C. This course introduces the student to fundamentals of LAN configurations. This is also the third of four courses designed to prepare a student to take the Cisco Certified Network Associate Exam. The student will study LAN switching, VLANs, LAN design, IGRP, access list, and IPX.

**CET 2620C Accessing the WAN** 3 cc  
**FA, SP – AAS only. Lab Fee. Prerequisite:** CET 2615C.  
 This course introduces the student to advanced router configurations. This is also the fourth of four courses designed to prepare a student to take the Cisco Certified Network Associate Exam. The student will study LAN switching, VLANs, LAN design, IGRP, access list, and IPX.

**CET 2660C Fundamentals of Network Security Router IOS Firewall** 4 cc  
**FA – AAS only. Lab Fee. Prerequisite:** CCTS 2120C. This course focuses on the overall security process based on a security policy and its relation to the router IOS Firewall. This course also maps to the Cisco CCNA Security exam.

**CET 2731C Windows Server 2008 Network Infrastructure** 3 cc  
**TBA – Lab Fee. Prerequisite:** CET 1730C. This course provides students with the knowledge and skills necessary to install, manage, monitor, configure, and troubleshoot DNS, Remote Access, File and Print services, Distributed File System, and the Network Infrastructure.

**CET 2732C Administer Windows Server 2008** 3 cc  
**TBA – Lab Fee. Prerequisites:** CET 2731C. This course provides students with the knowledge and skill to plan, deploy, install, manage, monitor, and maintain the Windows Server 2008 Operating System (OS).

**CET 2854C Wireless LANS** 3 cc  
**FA, SP – AAS only. Lab Fee. Prerequisite:** CET 1588C or CET 2620C. This course focuses on wireless LANS, topology, infrastructure, and site survey techniques. Mathematics and physics are held to a minimum to allow for the broadest possible audience.

**CET 2890C Network Defense and Countermeasures** 3 cc  
**TBA – Lab Fee. Prerequisites:** CET 2620C, CTS 2120C. This course focuses on one of the most important and urgent concepts in protecting computers and networks: intrusion detection.

**CET 2932 Advanced Telecommunications Topics** 3 cc  
**SP – AAS only. Prerequisite:** CET 1071. This course focus on the overall security process based on a security policy and its relation to the router IOS Firewall. This course also maps to the Cisco SECUR exam.

**CET 2934 CIT Professional Project** 3 cc  
**TBA – AAS only. Lab Fee. Prerequisite:** CTS 2149. This course, taken during the last semester, is the culmination of the student's Computer Information Technology degree program, and as such represents an opportunity for the student to complete a project and present an integrated summary of what he/she learned. Class time will be spent planning and working through the specific details of the project and creating a personal presentation. suggested project include, but are not limited to, network design, risk assessment, wiring design, security awareness program, developing security policies.

**CET 2947, 2948, 2949 Telecommunications Co-op** 1 cc, 2 cc, 3 cc  
**FA, SP, SU – AAS only.** Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

**CGS 1050 Electronic Access to Information** 1 cc  
**FA, SP, SU – Lab Fee.** This course introduces students to Internet and online library research skills needed to locate, evaluate, and cite relevant information for class assignments and personal research. Students will use a variety of information sources, including Internet search engines and online library sources that contain information from books, magazines journals, and newspapers. Emphasis will be placed on Boolean and other search techniques, evaluating and citing sources. Introduces use of selected software to manage information. **Meets AA, AS and AAS computer competence requirements.**

**CGS 1061C Introduction to Computers in Technology** 3 cc  
**FA, SP, SU – AAS only. Lab Fee.** A first computer course, geared to providing technology students with a working knowledge of computer hardware and software related to their vocation. This course focuses on five concepts: basic keyboarding, word processing, computer hardware, operating systems, and basic computer maintenance.

**CGS 1570 Computer Concepts and Applications** 3 cc  
**FA, SP, SU – Lab Fee.** This course will cover computer and networking concepts, computer applications, and productivity software (word processing, spreadsheet, graphics, and database). Course requires use of computers outside of class time.

**CGS 1584 PowerPoint Presentations for Business** 3 cc  
**FA, SP – AAS only. Lab Fee. Prerequisite:** CGS 1061C or CGS 1570. A projects-based course in multimedia presentation tools with emphasis on the use of microcomputers for professional and academic use. Topics include presentation planning, ergonomic design, and integration of several different types of multimedia. Participants will become familiar with integrating text, clip art, digital pictures, and animation with the Microsoft PowerPoint program.

**CGS 1700 Introduction to Operating Systems** 3 cc  
**FA, SP – Prerequisite:** CGS 1570 or CGS 1061. Course covers concepts concerning hardware design, data representation, and operating systems without regard to any particular type of computer. This course will examine the "what" and "why" of an operating system and its responsibility to hardware applications.

**CGS 2069 Fundamentals of Electronic Commerce** 3 cc  
**FA, SP – AAS only. Lab Fee. Prerequisite:** CGS 1570. This course will deal with the changing field of electronic business. Topics include an overview of Internet commerce, business basics, advertising, marketing, and security issues.

**CGS 2122 Engineering Technical Spreadsheets** 3 cc  
**FA – AAS only. Lab Fee. Prerequisites:** CGS 1570, EGS 1111, MAT 1033 or permission of instructor. This course is an intermediate spreadsheet course using Microsoft Excel software which provides the student with skills necessary to solve engineering problems. This course provides a mathematic foundation for engineering calculations including geometry and trigonometry. It will take the student or professional through the Excel software program in a systematic approach describing intermediate commands and procedures in detail.

**CGS 2510 Spreadsheet.** 3 cc  
**FA, SP, SU – Lab Fee. Prerequisite:** CGS 1570. Spreadsheet applications will be taught by a combination of lecture and hands-on experience. Electronic spreadsheet and data management applications will be covered.

**CGS 2555 Internet Literacy.** 3 cc  
**FA, SP, SU – Lab Fee. Prerequisite:** CGS 1570. This course will cover use of Windows based software, Internet concepts, connectivity, communication, search engines, Web page creation, Internet multimedia, and the origin, current impact on society, and future of the Internet.

**CGS 2821 Web Site Theory and Project** 3 cc  
**SP – Lab Fee. Prerequisite:** CGS 2874. Review of web site design and development concepts and techniques with emphasis on incorporating graphic and multimedia elements into web pages and managing the site development process. Students will use Adobe software including Acrobat, Photoshop, Go Live and others. Course project will involve creation of a Web site for a client.

**CGS 2822 Scripting for the Web** 3 cc  
**FA, SP – Lab Fee. Prerequisites:** COP 1510. This course teaches the basics of writing scripts for use on the World Wide Web. Emphasis will be placed on the student learning to program with Javascript and Perl, with a brief survey of several other scripting languages.

**CGS 2874 Web Design with Adobe Software** 3 cc  
**FA, SP – Lab Fee. Prerequisite:** CGS 1570. This projects-based course continues the participant's development of skills using advanced web design techniques. Course content includes integration of multimedia objects and introduction to Adobe Dreamweaver, "Flash" and "Fireworks." The participant will also be able to author original web sites that are cohesive.

**CGS 2931, 2932, 2933**

**Special Topics in Computer Science** 1 cc, 2 cc, 3 cc  
**TBA – Lab Fee.** A course designed to allow flexibility to present a wide variety of topics related to the application of microcomputer software to business, economics, and managerial decision-making in rapidly changing environments.

**CHD 1104 Introduction to Early Childhood** 3 cc  
**FA, SP, SU –** This is an introductory course to acquaint students with the many facets of child-care programs; center-based, family, in-home, nursery and after school. This course provides information required by State for child care certification. This course also fulfills a portion of the required 120 clock hours of training for the Florida Child Care Professional Credential (formerly known as the CDA/CDAE). This course will include a 20-hour service learning component outside the classroom.

**CHD 1332 Creative Experiences for Children** 3 cc  
**SP – Prerequisite:** CHD1104 or permission of instructor. This course emphasizes the importance of creativity and play for the intellectual development of the child. Areas covered are the curriculum areas in children's programs, the value of the learning environment, and the need to match materials and activities to developmental levels of children. The student prepares materials and activities to use with children.

**CHD 1800 Management in Child Care** 3 cc  
**FA, SP, SU –** This course explores the role of the administrative process in child care and the laws that affect the operation of a center. Facility, program, budget, schedule, and food -management are emphasized. This course fulfills a portion of the required 120 clock hours of formal training for the Florida Child Care Professional Credential (formerly known as the CDA/CDAE). This course will include a 20-hour service learning component outside the classroom.

**CHD 1931, 1932, 1933**

**Early Childhood Seminar** 1 cc, 2 cc, 3 cc  
**TBA –** This course explores current topics as they affect the child in the family, the child's development and the child in settings such as child care, pre-kindergarten and primary grades. The student will receive instruction in child literacy and math skills development. The literacy component will meet the state mandated literacy requirements for Early Childhood educators.

**CHD 2120 Infants and Toddlers** 3 cc  
**SP – Prerequisite:** CHD 1104 or permission of instructor. This course is required as part of the Infant/Toddler Technical Certificate. It will provide students with a foundation in how infants and toddlers grow and learn and the role their families and caregivers play in their development. This course will also provide them the information they need to develop quality environments for infants and toddlers

**CHD 2380 Teaching Young Children** 3 cc  
**FA – Prerequisite:** CHD 1104 or permission of instructor. This course is designed to provide the student with an understanding of how young children learn and how to implement authentic observation and assessment on them. The student will be introduced to a variety of early childhood curricula methods and their strategies for observing and assessing young children.

**CHD 2440C Early Childhood Practicum** 3 cc  
**SP – Prerequisite:** CHD 1104 and DEP 2001 or permission of instructor. The student plans and carries out -specific activities with small groups of children. The student reads professional materials, learns to arrange materials appropriately in a learning environment, and to identify some teaching behaviors that promote learning. This course will include field-based observation and participation components. This course fulfills a portion of the required 120 hours of training for the C.D.A. credential.

**CHD 2620 Home, School and Community Relations** 3 cc  
**FA –** This course is designed to help the student recognize the importance of the relationship between the family, school and community. These relationships are crucial in providing appropriate experiences for young children. Specific attitudes, philosophies and practical techniques that all teachers need to build relationships with families will be emphasized.

**CHD 2947, 2948, 2949**

**Child Development Co-op** 1 cc, 2 cc, 3 cc  
**FA, SP –** Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

**CHM 1025 Introduction to College Chemistry** 3 cc  
**FA, SP, SU –** An introductory course in chemistry for students who have had little or no prior exposure to the subject. Emphasis is on the language, fundamental concepts, and - problem solving in chemistry. **Meets AA general education Category VII**

**CHM 1025L Introduction to College Chemistry Laboratory** 1 cc  
**FA, SP, SU – Lab Fee. Corequisite:** CHM 1025. An optional laboratory course to accompany CHM 1025, with emphasis on basic laboratory skills and practical applications of chemistry. Activities performed by the student in CHM 1025L will help reinforce concepts presented in CHM 1025. Lab safety exam is required. (Students taking CHM 1025 concurrently are required to withdraw from CHM 1025L if they withdraw from CHM 1025.) **Meets AA general education Category VII.**

**CHM 1032 Survey of General Chemistry** 3 cc  
**TBA –** A one semester introductory course surveying the major areas and principles of general chemistry. This course is designed for science-related and health majors that require a somewhat less rigorous treatment of the subject than is presented in the two-semester mainstream General Chemistry I and II sequence. Basic skills in arithmetic and algebra are important to succeed in this course.

**CHM1032L Survey of General Chemistry Laboratory** 1 cc  
**TBA – Lab Fee. Corequisite:** CHM 1032. An optional laboratory course to accompany CHM 1032, with emphasis on laboratory experiences to illustrate the concepts presented in CHM 1032 and on the development of fundamental laboratory skills in chemistry. Lab safety test required. (Students taking CHM 1032 concurrently are required to withdraw from CHM 1032L if they withdraw from CHM 1032.)

**CHM 1045 General Chemistry I.** 3 cc  
**FA, SP, SU – Prerequisite:** CHM 1025 or high school chemistry. **Corequisites:** MAC 1105, CHM 1045L. A modern survey of basic principles in chemistry with emphasis on scientific measurement, atomic and molecular structure, periodic properties, chemical reactions, stoichiometry, and kinetic molecular theory of gases. Mastery of basic algebra skills is essential for successful completion of this course. **Meets AA general education Category VII**

**CHM 1045L General Chemistry I Laboratory** 1 cc  
**FA, SP, SU – Lab Fee. Corequisite:** CHM 1045. A laboratory course to accompany CHM 1045, with emphasis on the development of laboratory skills in chemistry which are fundamental to students of science. Experiments performed by the student in CHM 1045L will both complement and supplement the concepts presented in CHM 1045. Lab safety exam is required. (Students taking CHM 1045 concurrently are required to withdraw from CHM 1045L if they withdraw from CHM 1045.) **Meets AA general education Category VII.**

**CHM 1046 General Chemistry II** 3 cc  
**FA, SP, SU – Prerequisite:** Completion of CHM 1045 with a grade of "C" or better. **Corequisite:** CHM 1046L. Topics treated include physical states of matter, the nature and physical properties of solutions, acids and bases, kinetics, chemical equilibrium, thermodynamics, electrochemistry, coordination compounds, and nuclear chemistry. **Meets AA general education Category VII.**

**CHM 1046L General Chemistry II Laboratory** 1 cc  
**FA, SP, SU – Lab Fee. Prerequisite:** Completion of CHM 1045L with a grade of "C" or better. **Corequisite:** CHM 1046. A laboratory course to accompany CHM 1046, with emphasis on the development of laboratory skills in chemistry which are fundamental to students of science. Experiments performed by the student in CHM 1046L will both complement and Supplement the concepts presented in CHM 1046. Lab safety test required. (Students taking CHM 1046 concurrently are required to withdraw from CHM 1046L if they withdraw from CHM 1046.) **Meets AA general education Category VII.**

**CHM 2210 Organic Chemistry I** 3 cc  
**FA, SP – Prerequisite:** Completion of CHM 1046 with a grade of "C" or better. **Corequisite:** CHM 2210L. A study of carbon compounds with emphasis placed on reaction mechanisms, functional group behavior, synthesis, and structure determination.

**CHM 2210L Organic Chemistry I Laboratory** 1 cc  
**FA, SP – Lab Fee. Prerequisite:** Completion of CHM 1046L with a grade of "C" or better. **Corequisite:** CHM 2210. Experiments designed to provide hands-on experience to reinforce topics covered in the lecture course. Lab safety test required. (Students taking CHM 2210 concurrently are required to withdraw from CHM 2210L if they withdraw from CHM 2210.)

**CHM 2211 Organic Chemistry II** 3 cc  
**SP, SU – Prerequisite:** Completion of CHM 2210 with a grade of "C" or better. **Corequisite:** CHM 2211L. A continuation of CHM 2210.

**CHM 2211L Organic Chemistry II Laboratory** 1 cc  
**SP, SU – Lab Fee. Prerequisite:** Completion of CHM 2210L with a grade of "C" or better. **Corequisite:** CHM 2211. A continuation of CHM 2210L. Lab safety test required. (Students taking CHM 2211 concurrently are required to withdraw from CHM 2211L if they withdraw from CHM 2211.)

**CIS 1350 Security Awareness** 3 cc  
**TBA – AAS only. Lab Fee.** This course provides a broad overview of practical computer security for all users.

**CIS2120C Principles of Information Assurance** 3 cc  
**TBA-Prerequisites:** CIS1350, CTS 2120C, CTS1300C and CTS2106C. This course is focusing on evaluation of information systems: security, analysis, lifecycle management, computer operations/management, legal and ethical issues, and business applications.

**CIS 2381C Foundations of Digital Forensics** 3 cc  
**TBA- Lab Fee. Prerequisites:** CGS1061C, CTS1300C, CTS2106C and CET1588C or CET1600C. Digital forensics is the application of traditional forensic science principles and practices to the problem of electronically stored evidence. Students will receive an overview of the principles and practices of this emerging discipline to include the acquisition, examination and analysis of electronic evidence.

**CJC 1000 Theory and Practice of Corrections** 3 cc  
**FA, SP, SU –** A comprehensive view of the history and philosophy of corrections at the federal, state and local levels. The course presents types and classifications of correctional facilities; temporary problems in corrections; and a career orientation.

**CJC 2162 Probation and Parole** 3 cc  
**FA, SP, SU –** This is a course designed to explore the theories and practices of correcting behavior in the community setting. The difference between the two is discussed along with the range of restrictions that can be placed on the parolee or probationer in attempts to guide his/her behavioral modification.

**CJE 1500 Police Operations** 3 cc  
**FA, SP, SU –** This is a study of the principles and purposes of divisional functions of police agencies—line, auxiliary, and administrative—and analysis of the major activities of each division, including communications, record keeping, public relations, selection processes, and specialized units.

**CJE 1600 Criminal Investigation** 3 cc  
**FA, SP, SU –** This course is a survey of the methods and techniques employed by law enforcement officers in the detection and investigation of crime.

**CJE 1640 Introduction to Criminalistics** 3 cc  
**FA, SP –** Scientific methods are applied in the course. It includes the examination of documents, firearms identification, toxicology, pathology, photography, fingerprinting, and the basic capabilities of local, state, and federal crime laboratories.

**CJE 1642 Advanced Crime Scene Technology** 3 cc  
**SP – Prerequisites or Corequisites:** CJE 1600 and CJE 1640. This course covers advanced principles, theories, and applications in crime scene technology. An overview of specialized collection procedures of weapons, traffic crash evidence, arson, gunshot residue, blood splatter, and recovery of buried bodies and surface skeletons are included.

**CJE 1673 Crime Scene Photography I** 3 cc  
**SP – Lab Fee. Prerequisites and Corequisites:** CJE 1600 and CJE 1640. This course includes basic photographic skills including camera operation and exposure control. It is a hands-on course that will build basic proficiency in documenting a crime scene. Each student should have personal access to a digital camera and software to process photographs.

**CJE 1772 Crime Scene Photography II** 3 cc  
**SP- Prerequisite:** CJE 1673. This course includes advanced photographic skills including camera operation and exposure control. It is a hands-on course that will build proficiency in documenting a crime scene. Each student should have access to a digital camera and software to process the pictures. This course will build upon skills and techniques taught in CJE 1673 Crime Scene Photography.

**CJE 2644 Crime Scene Safety** 2 cc  
**SP- Prerequisites or Corequisites:** CJE 1600 and CJE 1640. This course covers potential health and safety hazards one will encounter at a crime scene. The course will also introduce the proper protective techniques to minimize risk to self and others. Emergency procedures and state and federal regulations are included. 32 contact hours.

**CJE 2671 Latent Fingerprint Development** 3 cc  
**SP – Lab Fee.** This course covers the techniques involved in detection, enhancement, and recovery of latent fingerprints from physical evidence. Chemical and mechanical methods will be taught for use on varying surfaces.

**CJE 2676 Biological Evidence** 2 cc  
**FA– Lab Fee. Prerequisites or Corequisites:** CJE1600 and CJE1640. This course exposes the student to the forensic value, collection, handling, preservation, testing, and documentation of biological evidence. It also addresses safety issues in handling biological evidence.

**CJE 2686 Forensic Cyber Investigation** 3 cc  
**FA, SP– Prerequisites:** CJE1600, CJE1640. Forensic Cyber Investigation will introduce the student to the field of cyber-crime and evidence recovery. Upon completion of the course the student will understand what portions of a computer can be used to successfully prosecute an offender in court together with the laws that govern such retrieval.

**CJJ 2002 Juvenile Justice** 3 cc  
**FA, SP, SU –** The influence of political, economic, and environmental factors pertaining to adolescents and treatment of delinquent children are presented in this course. The course surveys youth crimes and the police role in programs of prevention and control.

**CJL 1100 Criminal Law** 3 cc  
**FA, SP, SU –** An introduction to the specific rules of criminal law generally in force in the United States and the State of Florida. Topics will include fundamentals of criminal law; essential elements of a crime; criminal liability, responsibility and capacity; defenses and criminal jurisdiction.

**CJL 1130 Rules of Evidence** 3 cc  
**FA, SP, SU –** Instruction in the basic rules of evidence, including classification of various kinds of evidence. Rules governing privileged communication, hearsay, test of admissibility and the application of these rules to the criminal justice process, emphasizing the study of pertinent case law.

**CJL 2062 Constitutional Law for Criminal Justice** 3 cc  
**FA, SP, SU –** The study of constitutional doctrine as a series of controls on the Administration of Criminal Justice, utilizing the opinions of the United States supreme Court as a basis of study. Emphasis will be placed on the Bill of Rights Amendments having relationships to Criminal Justice.

**CLT 1500 Classical Mythology** 3 cc  
**FA, SP, SU – Prerequisite:** Test score requirement the same as ENC 1101. The first third of this course is spent learning the major deities and heroes of Greco-Roman mythology, including Greco-Roman literature involving these. The course then follows a chronological examination (beginning with Greece to the present) of how artists and poets thematically used classical mythology in their works. The course will involve lectures, correlated readings and illustrations or representative works from each period studied. **Meets AA general education Category V. A writing emphasis course.**

**CNT 2405 Information Security Management** 3 cc  
**TBA – Prerequisite:** CTS 2120C. This course deals with processes and technical solutions that implement the information security governance framework, focuses on the tasks necessary for the information security manager to effectively manage information security within an organization, and provides a description of various techniques the information security manager can use. This course also covers steps and solutions for responding to an incident. This course loosely follows the ISACA CISM certification.

**COM 0101 Business Communications** 3 vc  
**FA – Corequisites:** CGS 0040, OTA 0101. A comprehensive course designed to provide basic mechanics for grammar usage and punctuation for acceptable written communication with emphasis on clarity and simplicity necessary in business communications.

**COM 2100 Business Communications** 3 cc  
**FA, SP, SU – Prerequisites:** OST 1100 and LIN 1670C or ENC 1101. Business Communications is a comprehensive course designed to improve skills in all aspects of organizational communication. Systems, practices, and media will be included as will some aspects of the behavioral sciences. Emphasis is on composing and arranging effective written communications.

**COP 1000 Introduction to Game Programming** 3 cc  
**TBA – Lab Fee. Prerequisites:** Appropriate score on Florida Entry-Level Placement Exam or MAT 1033 or higher level math. Introduction to game programming and design with an emphasis on problem solving and programming techniques. Covers basic concepts of data representation and types, functions, program control structures, files, game graphics and audio.

**COP 1510 Programming Concepts I** 3 cc  
**FA, SP, SU – Lab Fee. Prerequisites:** Appropriate score on Florida Entry-Level Placement Exam or MAT 1033 or higher level math. Introduction to programming with an emphasis on problem solving and programming techniques. Covers basic concepts of data representation, procedures, functions, program control structures and files.

**COP 2224 C++ Programming** 3cc  
**TBA– Lab Fee. Prerequisites:** MAC1105, COP1500 or COP1000. Course covers the features of C++ with an emphasis on program design and problem solving using procedural and object oriented programming. Includes coverage of structured data, classes, arrays, pointers, abstract data types, binary files, sorting, searching and the Standard Template Library.

**COP 2332 Visual Basic** 3 cc  
**FA, SP – Lab Fee. Prerequisites:** COP 1510 or COP 1000, MAC 1105. Introduction to object-based, event-driven programming in Microsoft Visual Basic. Use of controls, objects, events, methods, procedures, functions, statements, properties, and data types. Development of business-related applications.

**COP 2360 C# Programming** 3 cc  
**FA, SP – Lab Fee. Prerequisites:** MAC 1105 and COP 1510 or COP 1000. This is a course in C# programming. It includes emphasis on basic programming logic, structured and object oriented programming, documentation, and utilization of the unique capabilities of C# to create both console and windowed applications.

**COP 2511 Programming Concepts II** 3 cc  
**FA, SP, SU – Lab Fee. Prerequisites:** COP 1510 or COP 1000, MAC 1105. Continuation of Programming Concepts I. Course covers additional programming language features with an emphasis on program design, problem solving using procedural programming. Includes structured data, arrays, linked lists, (stacks, queues, and trees), binary files, sorting and searching.

**COP 2650 Mobile Application Programming** 3 cc  
**TBA – Prerequisite** COP 2511 or COP 2800: This is a course in mobile platform programming. It includes emphasis on basic programming logic, structured and object oriented programming, documentation, and utilization of the unique capabilities of mobile programming languages to create both applications and applets.

**COP 2800 Java Programming** 3 cc  
**FA, SP – Lab Fee. Prerequisites:** COP 1510 or COP 1000, MAC 1105. This is a course in Java Programming. It includes emphasis on basic programming logic, structured and object oriented programming, documentation, and utilization of the unique capabilities of Java to create both applications and applets.

**COP 2931 Special Topics in Computer Programming 1cc**  
**TBA – Lab Fee. Prerequisites:** COP1000, COP1510. A course designed to allow flexibility to present a wide variety of topics related to programming applications and languages.

**COP 2932 Special Topics in Computer Programming 2cc**  
**TBA – Lab Fee. Prerequisites:** COP1000 or COP1510 or permission of instructor. A course designed to allow flexibility to present a wide variety of topics related to programming applications and languages.

**COP 2933 Special Topics in Computer Programming 3cc**  
**TBA – Lab Fee. Prerequisites:** COP1000 or COP1510 or permission of instructor. A course designed to allow flexibility to present a wide variety of topics related to programming applications and languages.

**COP 2947, 2948, 2949****Computer Science Co-op****1 cc, 2 cc, 3 cc**

**FA, SP, SU** – Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

**COS 0001 Introduction to Cosmetology****1 vc**

**FA, SP, SU** – This course helps students to develop awareness, appreciation, and understanding of the theoretical principles of cosmetology and procedures for cosmetology licensure.

**COS 0020 Consumer Relations/Salon Management****1 vc**

**FA, SP, SU** – This course helps students to develop the ability to communicate effectively with the client and to understand the business aspect of effective salon management.

**COS 0064 Trichology****1 vc**

**FA, SP, SU** – This course is designed to give the student a thorough understanding of basic chemistry in hair structure, chemicals, and products used in the beauty salon.

**COS 0080L-Design Clinic I****5 vc**

**FA, SP, SU – Lab Fee.** This course is designed to provide the student with hair-dressing techniques with emphasis on proper procedures and safety precautions.

**COS 0081L Design Clinic II****4 vc**

**FA, SP, SU** – This course is a continuation of Design Clinic I which provides practical application of design services targeted to increase the student's proficiency emphasizing workmanship, safety and sanitation as appropriate to the salon environment.

**COS 0082L Design Clinic III****4 vc**

**FA, SP, SU** – This course is a continuation of Design Clinics I and II which provides practical application of design services targeted to increase the student's proficiency emphasizing the technical standards appropriate to the student's level.

**COS 0301 Haircutting****1 vc**

**FA, SP, SU** – This course is structured to develop skills in all phases of hair shaping including appropriate selection of the correct shears, razor, and clippers with emphasis on proper procedures and safety precautions.

**COS 0401 Hairstyling I****2 vc**

**FA, SP, SU – Lab Fee.** This course helps the student to develop awareness of cosmetology principles of design in regard to facial shape and body composition, and to develop skills in the execution of hair design with proper use of styling implements.

**COS 0402 Hairstyling II****1 vc**

**FA, SP, SU** – This course is a continuation of COS 0401 with emphasis on enhancing basic techniques and skills.

**COS 0420 Advanced Hairstyling****2 vc**

**FA, SP, SU** – This course is designed to teach the cosmetology student advanced styling and hair shaping techniques. The cosmetology student will accomplish objectives through the development of dexterity and coordination skills and application of principles of these techniques in creating designs and patterns in the hair using a variety of techniques that will include sculpting for patrons coordinated with Pivot Point.

**COS 0500C Barber-Styling I****6 vc**

**FA, SP, SU – Lab Fee.** This course provides students with beginning theoretical and practical procedures of barbering. The basic topics and tasks to be performed are history of barbering; professional image and ethics; bacteriology; sterilization and sanitation, safe and efficient work practices; and implements, tools and equipment. In addition, skin, scalp, and hair structure; disorders and treatments of hair and skin; and manipulations and facial treatments will be addressed in this course.

**COS 0510C Barber-Styling II****2 vc**

**FA, SP, SU – Lab Fee.** This course provides students with beginning theoretical and practical procedures of barbering. The basic topics and tasks to be performed are: draping; shampooing/rinsing men's haircutting and hairstyling, beard and mustache trims; and women's haircutting and hairstyling.

**COS 0520C Barber-Styling III****6 vc**

**FA, SP, SU – Lab Fee.** This course provides students with beginning theoretical and practical procedures of barbering. The basic topics and tasks to be introduced are non-chemical and chemical hair processing as the students expand their skill base in both men's and women's hair design techniques.

**COS 0530C Barber-Styling IV****2 vc**

**FA, SP, SU – Lab Fee.** This course provides students with beginning theoretical and practical procedures of barbering. The basic topics and tasks to be introduced are non-chemical and chemical hair processing as the students expand their skill base in both men's and women's hair techniques.

**COS 0540C Barber-Styling V****6 vc**

**FA, SP, SU** – This course provides students with additional theoretical and practical procedures in barbering. The student will follow clinic floor procedures by performing reception desk and sanitation duties and performing assigned barbering services under instructor supervision.

**COS 0550C Barber-Styling VI****2 vc**

**FA, SP, SU** – This course provides students with a continuation of proper barbering techniques as assigned in the supervised clinical classroom. All services will be monitored with individualized instruction and approval by the clinic instructor. In addition, hair piece and wig fitting and care will be covered along with thinning hair care.

**COS 0551C Barber-Styling VII****6 vc**

**FA, SP, SU** – This course provides students with a continuation of proper barbering techniques as assigned in the supervised clinical classroom. All services will be monitored with individualized instruction and approval by the clinic instructor. In addition, the development of barber management skills, employability skills, and a knowledge of State Board requirements, rules, and regulations will be covered.

**COS 0552C Barber-Styling VIII****2 vc**

**FA, SP, SU** – This course provides students with a continuation of proper barbering techniques as assigned in the supervised clinical classroom. All services will be monitored with individualized instruction and approval by the clinic instructor. In addition, the development of shop management and communication skills will be emphasized in consumer relations.

**COS 0590, 0591, 0592, 0593****Professional Barbering I, II, III, IV****1 vc**

**FA, SP, SU – Lab Fee.** This course provides students with a continuation of proper barbering techniques as assigned in the supervised clinical classroom. All services will be monitored with individualized instruction and approval by the clinic instructor. In addition, the student will address professional image.

**COS 0594L Professional Barbering V****4 vc**

**FA, SP, SU** – This course provides students with a continuation of proper barbering techniques as assigned in the supervised clinical classroom. All services will be monitored with individualized instruction and approval by the clinic instructor. In addition, the student will address professional image and prepare for the State board Examination for Barbering practical segment.

**COS 0600 Permanent Waving/Chemical Relaxing****2 vc**

**FA, SP, SU – Lab Fee.** This course helps the student to develop competence and understanding in the process of chemical reformation with emphasis on safety precaution and manual execution.

**COS 0642L Chemical Reformation Clinic II****4 vc**

**FA, SP, SU** – This course provides the student with the knowledge in the principles of understanding of decolorization in hair structure with proper safety procedures. Emphasis is stressed on proper use of chemicals and manual execution.

**COS 0643L Chemical Reformation Clinic III** 4 vc  
**FA, SP, SU – Lab Fee.** This course is a continuation of Chemical Reformation Clinic II which provides the student with the knowledge in the principles of understanding of decolorization in hair structure with proper safety procedures. Emphasis is stressed on proper use of chemicals and manual execution.

**COS 0700 Haircoloring** 2 vc  
**FA, SP, SU – Lab Fee.** This course is designed to help the student to develop and apply the theoretical concepts of hair coloring product selection, techniques, and formulations with emphasis placed on proper procedures and safety precautions.

**COS 0941, 0942, 0943 Internship** 1 vc, 2 vc, 3 vc  
**FA, SP, SU –** This course provides students with practical applications in a clinical setting either demonstrating manual proficiency of the principles of cosmetology/barbering or in the workforce setting to observe styling techniques, procedures, and salon operations in industry. This course is offered at the junior/senior cosmetology/barbering level and is designed to strengthen specific skill development to prepare the student for the Florida Board of Cosmetology/Barbering Examination.

**COS 0946 Barbering Co-op** 6 vc  
**FA, SP, SU – Cooperative Education (Co-op)** is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

**COS 0963 State Board Preparation** 1 vc  
**FA, SP, SU – Lab Fee.** This course is designed to review pertinent areas in cosmetology in order to prepare the student for the State Board examination for licensure. This review course focuses on and highlights the learning materials for both theory and practical examinations questions and provides the student with a practice in evaluating and answering State Board situational problems.

**CRW 2100 Creative Writing: Fiction** 3 cc  
**TBA – Prerequisite:** Test score requirement the same as ENC 1101. A course designed to aid the student in the clear, effective expression of ideas with emphasis upon imaginative work in prose. Group discussions of students' papers and selected literary works. Elective only. **A writing emphasis course.**

**CRW 2300 Creative Writing: Poetry** 3 cc  
**FA, SP – Prerequisite:** Test score requirement the same as ENC 1101. A course designed to aid the student in the clear, effective expression of ideas with emphasis upon imaginative work in poetry. Group discussions of students' papers and selected literary works. Elective only. **A writing emphasis course.**

**CSP 0002 Specialty Services** 3 vc  
**FA, SP, SU – Lab Fee.** This course is designed to provide information and procedures necessary to administer facial treatments and professional manicuring services with emphasis on safety and identification of disorders that affect the specialty service.

**CSP 0005 Introduction to Facials** 1 vc  
**TBA – Lab Fee. Prerequisite:** Permission of Instructor. This course is designed to introduce the student the history of skin care, professionalism, sanitation, and disinfection.

**CSP 0007L Specialty Services Clinic II** 2 vc  
**FA, SP, SU –** This course is a continuation of Specialty Services Clinic I that provides extended practical application of manicure, pedicure, and facial procedures administered in a clinical setting.

**CSP 0008L Specialty Services Clinic III** 2 vc  
**FA, SP, SU –** This course is a continuation of Specialty Services Clinic I and Specialty Services Clinic II and provides practical application of manicure, pedicure, and facial content exercised in a clinic setting.

**CSP 0015C Nail Technology** 8 vc  
**FA, SP, SU – Lab Fee.** This course provides the manicure, pedicure, nail specialist with techniques and practice in nail care.

**CSP0031 Anatomy & Physiology for Facial Specialty** 1 vc  
**TBA – Lab Fee. Prerequisite:** Permission of instructor. Overview of the structure and function of the human body systems to provide foundational knowledge for the theory and practice of facial specialty. Includes pathology, contraindications, and anatomical relationships. Prepare the individual with the opportunity to learn the skills and techniques of esthetics, information, related technology and correct terminology necessary to become employed in the field of esthetics.

**CSP0105C Advanced Skin Care I** 5 vc  
**TBA – Lab Fee. Prerequisite:** permission of instructor. This course is designed for registered Facials/Skin Care Specialists who wish to gain additional knowledge in the field of esthetics. The course will emphasize advanced esthetics terminology, procedures, and equipment including contraindications and indications. It will include an overview of the medi-spa industry, which is a multibillion-dollar industry that works with specialized doctors who perform surgical procedures and techniques to improve client's skin with specific cosmetic procedures. There will be a strong emphasis on universal precautions and safety practices in the techniques of advanced esthetics.

**CSP0106C Advanced Skin Care II** 5 vc  
**TBA – Lab Fee. Prerequisite:** CSP 0105C. This course is designed to re-enforce and expand the foundations of esthetics by giving the Facial/Skin Care Specialist a more comprehensive understanding of the functions of the skin, the skin layers, and the anatomy of the face in order to improve treatment of clients who are in need of advanced treatment protocols and services. This will emphasize advanced working knowledge of various skin treatments such as mask and skin therapy as well as advanced chemical peels such as glycolic and salicylic as well as herbal designed peels. Students will investigate product chemistry and product ingredients and their impact on the skin. Also included are aromatherapy, collagen stimulates, and the cellular improvement of the skin. This course is also designed to include advanced working knowledge of microdermabrasion and treatment protocols to enhance the skill level.

**CSP 0201 Introduction to Skin Care** 1 vc  
**FA, SP – Lab Fee.** This course is designed to provide instruction in safety, rules, and procedures for the classroom/laboratory setting. In addition it will provide competencies in facials and facial manipulations, procedures and techniques.

**CSP0263 Facial Specialty Services** 2 vc  
**TBA – Lab Fee. Prerequisite:** Permission of the instructor. This course is designed to teach the student theory and practical procedures for Hair Removal, Massage and use of Facial Machines.

**CSP0264C Facial Treatments** 5 vc  
**TBA – Lab Fee. Prerequisite:** Permission of instructor. This course will offer hands on step by step training to implement specific treatment protocols which are designed to reinforce implementation of advanced techniques involving facial treatments without the use of machines and treatment protocols for all skin types. These skin types include normal, dry, oily, mature and aging skin, combination skin, multi-culture skin and well as acne issues.

**CSP 0300L Facials/Make-up Clinic** 3 vc  
**FA, SP – Prerequisite or Corequisite:** CSP 0331. This course is designed to provide supervised clinical instruction in the hands-on application of facials and make-up utilizing consultation, anatomy and physiology, salon management and proper sanitation.

**CSP 0331 Make-up/Salon Management** 1 vc  
**FA, SP – Lab Fee.** This course is designed to provide instruction in proper make-up application and encompassing color analysis, facial balance and corrective make-up. This course also focuses on the successful role of the esthetician in the cosmetology or specialty salon.

**CSP 0370 Professional Practices in Esthetics** 1 vc  
**TBA – Prerequisite:** Permission of instructor. This course is the capstone course of the program which ties together the professional principles of the esthetician profession. Students will prepare for the final program examination, emphasizing statutory requirements of the profession.

**CSP 0505 Ethical Business Practices** 1 vc  
**TBA – Lab Fee. Prerequisite:** permission of instructor. This course is designed to provide instruction in good business practices. It is also designed to provide the student with an opportunity to become familiar with competencies involved in running their own business or department. Student will be exposed to an overview of competencies in business skill management and record keeping.

**CSP0931 Specialty Topics** 2 vc  
**TBA – Lab Fee. Prerequisite:** Permission of instructor. This course is designed to introduce students to specialty topics in a variety of areas. Examples might be Light-Emitting Diodes (LED) Light therapies, Laser Lights, Lymphatic Drainage Techniques, spa applications, permanent makeup applications, and electrolysis with an introduction to advanced make-up artistry. Students will have clinical opportunities to learn new skills.

**CSP0940L Internship** 2 vc  
**TBA – Lab Fee. Prerequisite:** permission of instructor. Students will have an opportunity to be placed in area businesses which will supply the students with additional professional experience and knowledge in the field of interest: medi-spas, dermatology, or plastic surgery. This course is also designed to impart working knowledge and employability skills for the advanced esthetics industry.

**CTS1131C I.T. Essentials** 3 cc  
**TBA-Prerequisite:** CGS 1061C or the instructor permission. The IT Essentials: PC Hardware and Software curriculum provides an introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level information and communication technology (ICT) professionals. The curriculum covers the fundamentals of PC technology, networking, and security, and also provides an introduction to advanced concepts. Students who complete this course will be able to describe the internal components of a computer, assemble a computer system, install an operating system, and troubleshoot using system tools and diagnostic software. Hands-on labs and Virtual Laptop and Virtual Desktop learning tools help students develop critical thinking and complex problem-solving skills. Cisco Packet Tracer simulation based learning activities promote the exploration of network and networking security concepts and allow students to experiment with network behavior.

**CTS 1155 Help Desk Technician** 3 cc  
**TBA – AAS only. Lab Fee. Prerequisites:** CET 1178C and CET 1179C or CEN 1300 or CET 1112C or CTS 2318 or CET 1071. This course is a study of the computer user support field and provides the skills, knowledge, and abilities needed to work at a computer Help Desk. The student will utilize knowledge from other courses in the diagnosis and solution of computer problems.

**CTS 1300C Administering Microsoft Windows Workstation** 3 cc  
**FA, SP – AAS only. Lab Fee. Prerequisite:** CET 1588C or CET 1600C. This course provides students with the knowledge and skills necessary to install, configure, customize, and -troubleshoot Windows operating systems in work group and domain networks. In addition, this course gives you the background to understand Microsoft courses that cover detailed technical support of Windows operating systems.

**CTS 1334 Administering Microsoft Windows Server** 3 cc  
**FA, SP – AAS only. Lab Fee. Prerequisite:** CTS 1300. This course provides students with the knowledge and skills necessary to perform post-installation and day-to-day administrative tasks of Windows Server in single-domain networks. In addition, students learn how to integrate Windows 2003 and Novell Network networks.

**CTS 1351C Novell Administration** 3 cc  
**SP – AAS only. Lab Fee. Prerequisite:** CGS 1061C or CGS 1570. This course is designed to introduce students to Novell administration. This course will include installation of Novell network operating system software and networking hardware, and managing and troubleshooting a typical computer network. This course is designed around the Certified Novell Administrator (CNA) certification.

**CTS 2104 Windows** 3 cc  
**FA, SP, SU – Lab Fee. Prerequisite:** CGS 1570. This course is designed to cover Windows, starting with an overview to the basic interface and leading into advanced topics.

**CTS 2106C Linux +** 3 cc  
**FA, SP – AAS only. Lab Fee. Prerequisite:** CGS 1061C or CGS 1570. This course is designed to introduce students to the UNIX/Linux network operating systems using sun Solaris. Students will learn about user accounts, file systems, text editors, security, printing, backups and restores, various shells and shell scripting within UNIX.

**CTS 2120C Security +** 3 cc  
**SP – AAS only. Lab Fee. Prerequisites:** CIS 1350, CET 1588C, or CET 1610C. This course is intended to serve the needs of individuals interested in understanding the field of network-security and how the field relates to other areas of Information Technology. The material in this course will provide the broad-based knowledge necessary to prepare students for further study in specialized security fields or may be used as a course for those interested in a general introduction to field network security. This course will also serve the needs of individuals seeking to pass the CompTIA Security + certification exam.

**CTS 2125C Hardening the Network Infrastructure** 3 cc  
**TBA – Lab Fee. Prerequisites:** CET2620C, CTS2120C. This course covers the ongoing process of insuring that a network is protected from threats that would compromise the integrity of its operation.

**CTS 2149 Fundamentals of Project Management** 3 cc  
**TBA – AAS only.** This course provides an introduction to the project management body of knowledge. It focuses on the nine knowledge areas of project management outlined by the Project Management Institute.

**CTS 2302 Administering Active Directory** 3 cc  
**FA, SP – AAS only. Lab Fee. Prerequisite:** CTS 2304. This course provides students with the knowledge and skills necessary to install, configure, and troubleshoot the Windows 2003 Active Directory components, DNS for Active Directory components, DNS for Active Directory, and Active Directory security solutions. In addition, the course will develop the skills required to manage, monitor, and optimize the desktop environment by using Group Policy.

**CTS 2303 Designing Directory Services** 3 cc  
**FA, SP – AAS only. Lab Fee. Prerequisite:** CTS 2302. This course provides students with the knowledge and skills necessary to analyze the business requirements and design directory services architecture.

**CTS 2304 Administering Network Infrastructure** 3 cc  
**FA, SP – AAS only. Lab Fee. Prerequisite:** CTS 1334. This course provides students with the knowledge and skills necessary to install, manage, monitor, configure, and troubleshoot DNS, DHCP, Remote Access, Network Protocols, IP Routing, and WINS in a Windows 2003 Network infrastructure. In addition, the course will develop the skills required to manage, monitor, and troubleshoot Network Address Translation and Certificate Services.

**CTS 2310 Microsoft Windows Security** 3 cc  
**FA, SP – AAS only. Lab Fee. Prerequisite:** CTS 2304. This course trains students to implement, manage, maintain, and troubleshoot security in a Windows Server 2003 network infrastructure and also plan and configure a Windows Server 2003 Public Key Infrastructure (PKI). Prepares students for Exam 70-299: Implementing and Administering Security in a Microsoft Windows Server 2003 Network.



- CTS 2318 Information Security Management 3 cc**  
**TBA – AAS only. Prerequisite:** CTS2120C. This course deals with processes and technical solutions that implement the information security governance framework, focuses on the tasks necessary for the information security manager to effectively manage information security within an organization, and provides a description of various techniques the information security manager can use. This course also covers steps and solutions for responding to an incident. This course loosely follows the ISACA CISM certification.
- CTS 2330 Microsoft Exchange Server 3 cc**  
**FA, SP – AAS only. Lab Fee. Prerequisite:** CTS 2303. This course offers students an extensive introduction to the knowledge and skills necessary to install, configure, administer, and troubleshoot information systems that incorporate Microsoft Exchange Server 2003. Prepares students for Exam 70-224: Installing, Configuring, and Administering Microsoft Exchange 2003 Server.
- CTS 2433 Database Development and Management 3 cc**  
**TBA – Lab Fee. Prerequisite:** CGS1570. This course covers database development and management using current database systems with emphasis on SQL.
- CTS 2440 Introduction to Oracle SQL 3 cc**  
**FA, SP – Lab Fee. Prerequisite:** COP 1510 or COP 2224. This course provides students with an introduction to database technology using the Oracle 9i database. The course covers relational database concepts. A strong SQL focus is emphasized. The student will be introduced to DDL, DML, and DCL statements. The course prepares students for the Oracle Database Administrator exams.
- CTS 2441 Oracle Database Administration 3 cc**  
**FA, SP – Lab Fee. Prerequisite:** CTS 2440. This course provides the basic knowledge required to perform database administration tasks. The course prepares students for the most commonly used administration tasks. These tasks include managing user accounts, managing database instances and managing all database resources. The course prepares students for the Oracle Database Administrator exams.
- DAA 1100 Beginning Modern Dance 1 cc**  
**TBA –** This course introduces the student to the principles of modern dance technique. The emphasis is on correct placement and body alignment, strength and flexibility, movement vocabulary, rhythmic and creative skills.
- DAA 1200 Fundamentals of Ballet 1 cc**  
**TBA –** A beginning level ballet technique class that focuses on the fundamentals of classical ballet and is designed to strengthen and develop technique at a beginning level through Barre and Centre practice. The emphasis is on correct body placement and alignment, strength and flexibility, vocabulary, musicality and movement quality.
- DAA 1500C Jazz Dance 1 cc**  
**TBA –** This course introduces the student to the principles of jazz dance technique. The emphasis is on correct placement and body alignment, strength and flexibility, vocabulary, movement quality, musicality and rhythmic skills.
- DAA 2920 Dance Techniques Workshop 1 cc**  
**TBA – Prerequisite: Permission of instructor. Corequisite:** R 00141. This Summer dance workshop includes techniques in ballet, jazz, modern and tap dance and seminars for dancers. May be repeated once for credit.
- DAN 2100 Dance Appreciation 3 cc**  
**TBA –** This course is designed to give a foundation level understanding of dance as an art form and its historical and cultural significance from ancient times to the present. The course serves as an introduction to dance by exploring the various dance elements, forms and styles, from ancient and world dance to ballet, modern, jazz, theatre and social dance, as well as the roles of the participants. Will include lectures, video presentations, demonstrations and class discussions. **Meets AA general education Category V.**
- DEH 1002 Fundamentals of Dental Hygiene 3 cc**  
**FA – AAS only. Prerequisite:** DES 1000. **Corequisite:** DEH 1002L. A lecture series introducing students to basic principles, procedures and skills required to provide comprehensive preventive dental health services for patients. Topics include infection control, instrument design and utilization, gingival characteristics, tooth deposits, medical history analysis, oral inspection, patient education, polishing with handpieces and flourides.
- DEH 1002L Dental Hygiene Pre-Clinic 3 cc**  
**FA – AAS only. Lab Fee. Corequisite:** DEH 1002. A clinical practice course designed for the clinical application of principles and concepts developed in DEH 1002. Students master basic instrumentation skills through practice on mannequin models prior to performing preventive dental hygiene services for clinical patients.
- DEH 1130W Oral Embryology and Histology 1 cc**  
**SP – AAS only. Prerequisite:** DES 1000. The study of histologic and embryonic development with emphasis on the face and oral cavity. Comprehensive course content includes instruction in early facial and tooth development.
- DEH 1400 Oral Pathology 2 cc**  
**SP – AAS only. Prerequisite:** DES 1000. A study of general and oral pathological diseases with emphasis on those related to the oral cavity. Students will apply pathological principles to the clinical practice of dental hygiene. Recognition of normal and abnormal conditions of the oral cavity and surrounding tissues will be cultivated through case presentations and slide series.
- DEH 1720 Preventive Dentistry 2 cc**  
**TBA – AAS only. Prerequisite:** DES 1000. This course is designed to assist students in prescribing oral hygiene regimens based on the uniqueness of each patient presented. Emphasis will be placed on current disease control techniques and auxiliary plaque control measures with special concern given to products available on the market for dental care. Dental appliances care, fluoride therapy and development of preventive programs for the dental office will be included.
- DEH 1800 Dental Hygiene I 2 cc**  
**SP – AAS only. Prerequisite:** DEH 1002. **Corequisite:** DEH 1800L. A continuation of DEH 1002 with an emphasis on health promotion and preventive oral hygiene techniques and procedures. Topics include instrument sharpening, medical and dental emergencies, patient management and motivation, disease prevention strategies, dental hygiene care planning, dental charting, tobacco cessation, pain management, desensitizing hypersensitive teeth and an introduction to ethics.
- DEH 1800L Dental Hygiene Clinic I 4 cc**  
**SP – AAS only. Lab Fee. Corequisite:** DEH 1800. Clinical experiences designed to incorporate the basic principles and concepts of current preventive dental hygiene services. Clinical application and refinement of preclinic instrumentation skills and procedures with increased emphasis on entry-level dental hygiene services. Medical/Dental Health Surveys, Data Collection, Patient assessment, Vital Signs, Treatment Planning, Appointment Control, Preventive Oral Prophylactic Procedures, Oral Hygiene Education, Asepsis Standards and Optimum Oral Maintenance Therapy are clinical competencies cultivated through supervised practice. An introduction to the clinical management of dental/medical emergencies is an important component of clinical practice.
- DEH 1802 Dental Hygiene II 1 cc**  
**SU – AAS only. Prerequisite:** DEH 1800. **Corequisite:** DEH 1802L. Didactic instruction will be presented focusing on further knowledge in the application of dental hygiene procedures. This includes information on treatment planning, periodontal charting, ultrasonic scaling, air polishing and comprehensive dental hygiene care.
- DEH 1802L Dental Hygiene Clinic II 3 cc**  
**SU – AAS only. Lab Fee. Corequisite:** DEH 1802. Clinical and laboratory instruction is presented and coordinated with didactic instruction, with an emphasis on the comprehensive treatment of patients with moderate to advanced periodontal diseases.

**DEH 1811 Dental Ethics and Jurisprudence 1 cc**  
**TBA - AAS only. Prerequisite:** DEH1002. This course will focus on the ethical concepts related to the dental hygienist. This course will provide the dental hygiene student with a framework for identifying ethical dilemmas and the skills/resources for solving them. In addition, students will also discuss the laws pertaining to the practice of the dental hygienist in the state of Florida.

**DEH 2202 Nutrition and Dental Health 2 cc**  
**TBA - AAS only. Prerequisite:** DEH 1800. This course - provides a study of nutrients, their nature, source, and utilization. Emphasis is placed on the relationship between diet and oral health. Oral manifestations of nutritional deficiencies are also studied.

**DEH 2300 Pharmacology/Dental Office Emergencies 2 cc**  
**FA - AAS only. Prerequisite:** DEH 1802. A study of drugs and anesthetics used in dentistry with emphasis on therapeutic and adverse effects. Route of administration, absorption, metabolism and excretion of drugs will be studied as well. Management of dental office medical emergencies will be an important component of this course.

**DEH 2602 Periodontics 2 cc**  
**FA - AAS only. Prerequisites:** DEH 1130, MCB 1000 and MCB 1000L or DEH 1130, MCB 2010 and MCB 2010L. An intensive comprehensive study of chronic inflammatory periodontal disease. An analysis and correlation of etiology, immunology, clinical and radiographic diagnosis, treatment planning, prognosis and oral therapy are presented. A special emphasis is placed on the role of the dental hygienist in preventive oral therapy. Clinical experiences are coordinated with DEH 1800. Periodontal procedures included in this study are within the legal scope of practice of the dental hygienist.

**DEH 2702 Dental Public Health 2 cc**  
**FA - AAS only. Prerequisite:** DEH 1802. This course teaches the application of basic statistical concepts, program development, implementation, research, and evaluation. The student will apply the principles of public and community dental health as they relate to the role of the dental hygienist, through project implementation and evaluation.

**DEH2702L Dental Public Health Lab 1 cc**  
**TBA - AAS only. Prerequisite:** DEH2702. This course teaches the application of basic statistical concepts, program development, implementation, research, and evaluation. The student will apply the principles of public and community dental health as they relate to the role of the dental hygienist, through project implementation and evaluation.

**DEH 2804 Dental Hygiene III 2 cc**  
**FA - AAS only. Prerequisite:** DEH 1802. **Corequisite:** DEH 2804L. A continuation of DEH 1802 progressing to the comprehensive dental hygiene services and treatment of medically compromised patients and patients with special needs.

**DEH 2804L Dental Hygiene Clinic III 5 cc**  
**FA - AAS only. Lab Fee. Corequisite:** DEH 2804. A clinical practice course designed to cultivate the student's progress to critical thinking, professional judgment and decision making, clinical analysis of patients presenting with various medical/dental histories and various patient management strategies. Clinical application of concepts presented in DEH 2804 will be supervised learning experiences in this course.

**DEH 2806 Dental Hygiene IV 2 cc**  
**TBA - AAS only. Prerequisite:** DEH2804. **Corequisite:** DEH2806L. This course is a forum for discussion of treatment planning considerations as the student progresses in the curriculum which allows for the integration of theoretical knowledge and clinical treatment. Topics include self and peer assessment, quality assurance, and medical errors.

**DEH 2806L Dental Hygiene IV 2 cc**  
**SP - AAS only. Prerequisite:** DEH 2804.L **Corequisite:** DEH 2806. DEH 2806 is a continuation of DEH 2804. This course prepares students to enter the workforce. Topics include ethics and jurisprudence, practice management, career development, state dental boards, state laws, dental specialties and career options.

**DEH 2902, 2903, 2904 1 cc, 2 cc, 3 cc**  
**Special Topics in Dental Hygiene**  
**TBA -** This course is designed to enhance and supplement the student's basic dental hygiene knowledge and skills. The course may provide comprehensive and individualized instruction in clinical patient care and/or provide dental hygiene review in preparation for dental hygiene board examinations.

**DEP 2001 Child Development 3 cc**  
**FA, SP, SU -** This course focuses on the physical, cognitive, emotional and social theories of how children grow and develop. This course examines the role of adults in promoting optimum development of children and is of special interest to parents, educators, nurses, social workers and counselors. This course fulfills a portion of the required 120 hours of training for the Florida Child Care Professional Credential (FCCPC) and includes 10 clock hours of observations.

**DEP 2004 Human Growth and Development 3 cc**  
**FA, SP, SU - Prerequisite:** Test score requirement the same as ENC 1101. A study of the human life span. The course is designed to provide the foundation for understanding the life cycle from birth to death. The approach throughout the course is multidisciplinary including biological, sociological, anthropological, and psychological perspectives with emphasis on basic psychological principles. Concepts are related to every day life situations and to current social issues. **Meets AA general education Category IV. A writing emphasis course.**

**DES 1000 Dental Anatomy 2 cc**  
**SU - AAS only Lab Fee. Prerequisite:** Must be approved by dental hygiene program to enter this course. This course will provide the student with comprehensive instruction in macroscopic anatomy of the human dentition. The teeth are studied individually and collectively in terms of shape, function and relation to each other. The course content will provide the student with essential dental terminology to facilitate communication among dental professionals. This course will also address the eruption patterns of both deciduous and permanent dentitions.

**DES 1010 Head and Neck Anatomy 2 cc**  
**FA - AAS only. Prerequisite:** DES 1000. A detailed study of the skeletal, muscular, circulatory and nervous systems of the head and neck. Special emphasis is placed on the structures associated with oral cavity. Teeth are studied in relationship to the structures that support them and are covered in more detail in DES 1020.

**DES 1051 Nitrous Oxide Monitoring 1 cc**  
**FA - AAS only. Lab Fee. Prerequisite:** DES 1802. A sixteen-hour certification course for dental auxiliaries in the legal monitoring of nitrous oxide conscious sedation.

**DES 1100C Dental Materials 3 cc**  
**SP - AAS only. Lab Fee. Prerequisite:** DEH 1800. A study of the basic chemical, physical and biological properties of the commonly used dental materials. Compositions and proper handling will be presented.

**DES 1200C Dental Hygiene Radiology I 3 cc**  
**FA - AAS only. Lab Fee. Corequisite:** DES 1010. This competency based course is structured as a method of study of the student to master, through interpretation and recognition, each module before advancing to the next module. Dental radiography is a clinical discipline encompassing the techniques of exposing, processing, mounting dental radiographs and includes interpretation of the films to aid in obtaining a diagnosis. Radiation safety is a crucial component of this study. The history and theory of the use of ionizing radiation as applied to dentistry will be presented.

**DIG 2151C Multimedia Writing 3 cc**  
**SP - Lab Fee.** This course is an introduction to writing for multimedia or what some term as "new media." Multimedia writing incorporates writing styles for audio, video, film and website design. Students gain knowledge and experience by analyzing careers in multimedia writing, designing and writing scripts for video, audio, the web and film. Students will learn story and character development, the structure of narratives and storytelling within multimedia, and will learn and execute the process and principles behind web page screenshots and website navigational flowcharts.

**DIG 2907 Independent Study/Digital Arts 1-3 cc**

**TBA** – Permission of supervising faculty member. Digital arts independent study is designed to provide multimedia students with an opportunity to pursue personal digital arts projects beyond regularly scheduled courses within the Multimedia Technology major. Students in independent study may create short films, videos, design and create DVD and web development projects, or other projects appropriate to the multimedia. Students are required to present a proposal for study to supervising faculty prior to registration.

**EAP 0384C English for Academic Purposes I 3 cp**

**TBA** – The course is designed for students whose primary language is not American English and whose placement scores indicate the need for instruction in composing grammatically correct sentences and fully developed paragraphs. Emphasis will be on grammatical challenges specific to students of a second language.

**EAP 0484C English for Academic Purposes II 3 cp**

**TBA** – This course is designed for students whose primary language is not American English and whose placement scores indicate the need for instruction in writing coherent, unified paragraphs and using them to build effective essays. Students will pass both parts of the Florida Basic Skills Exit Test (a paragraph and an objective test) with a 70 or higher in order to pass the course.

**ECO 2013 Macroeconomics 3 cc**

**FA, SP, SU** – This course is a basic survey of economic principles, concepts and institutions. The course describes the basic mechanism of the American economic system, examines how well the system operates, shows how to develop economic measuring devices, and outlines potential policies to keep the economy operating effectively. It offers some consideration to the development of economic concepts that treat mainly macro theory. **Meets AA general education Category IV.**

**ECO 2023 Microeconomics 3 cc**

**FA, SP, SU** – This course treats mainly micro theory. It gives much attention to model building and analysis of product and resource markets. The course especially emphasizes topics such as the economics of the firm under the four major market conditions, resources allocation, the monopoly problem and legislation associated there with, agriculture, unionism, international trade and finance, and the institutions of the command economy.

**EDF 1005 Introduction to the Teaching Profession 3 cc**

**FA, SP, SU** – **Prerequisite:** Test score requirement the same as ENC 1101. This is a survey course including historical, sociological and philosophical foundations of education, governance and finance of education, educational policies, legal, moral and ethical issues and the professionalism of teaching. Students will be provided information on the Florida Educator Accomplished Practices, sunshine State Standards, and the Professional Educator Competencies. Students are required to complete a minimum of 15 hours of field-based experience with children and youth in schools or similar settings and not via virtual modes of film or Internet.

**EDF 1931 Special Topics in Education 1 cc**

**SP** – A course designed to allow flexibility in presenting a wide variety of topics related to the rapid changes taking place in education.

**EDF 2085 Introduction to Diversity for Educators 3 cc**

**FA, SP** – **Prerequisite:** Test score requirement the same as ENC 1101. Designed for the prospective educator, this course provides the opportunity to explore issues of diversity, including an understanding of the influence of exceptionalities, culture, family, gender, sexual orientation, socioeconomic status, religion, language of origin, ethnicity, and age upon the educational experience. Students will explore personal attitudes toward diversity and exceptionalities. Students will be provided information on the Florida Educator Accomplished Practices, Sunshine State Standards, and the Professional Educator Competencies. A minimum of 15 hours of field-based experience working with diverse populations of children and youth in schools or similar settings is required. The field experience should not be via virtual modes of film or Internet.

**EDP 2002 Educational Psychology 3 cc**

**TBA** – A course investigating the application of psychology to educational settings with emphasis on learning, motivation, tests and measurement, and personality development. Designed for prospective teachers, who are encouraged to seek experience in a school setting to appreciate the complexities of teaching.

**EEC 2523 Leadership and Management of Child Care Programs 3 cc**

**TBA** – **Prerequisite:** CHD1800. This course is designed to meet the State of Florida's requirements for the Director's Credential renewal. Course design emphasizes the development of administrators' skills and knowledge related to organizational leadership and management. Course content includes staff development, evaluation, and retention; personnel policies and relationships; leadership, ethics, professionalism, and organizational structure and dynamics.

**EET 1005C Fundamentals of Electricity 4 cc**

**FA** – **AAS only. Lab Fee. Prerequisite:** MAT 1033. An electrical course for the non-electronic engineering technology major. This is a combined theory/lab course which provides a survey of electrical theory as it relates to DC/AC circuits, AC and DC machinery and solid state control circuits.

**EET 1015C Direct Current Circuits 3 cc**

**FA, SP** – **AAS only. Lab Fee. Corequisite:** MAC 1105. A theory-lab course involving the basic concepts of direct current circuits as applied in electronics and analysis of circuits using OHM's law and various theorems. The laboratory instruction includes D/C circuit analysis and the use of basic electronic test equipment.

**EET 1025C Alternating Current Circuits 3 cc**

**SP, SU** – **AAS only. Lab Fee. Prerequisite:** EET 1015C. A theory-lab course involving the study of alternating current circuits as applied in electronics including the theory and applications of resonant circuits and transformers. The laboratory includes a practical analysis of A/C circuits and the use of instruments associated with alternating current.

**EET 1033C DC/AC Installer Technician 2 cc**

**TBA** – **AAS only. Lab Fee.** This course covers basic electricity, electronics, electromagnetism as well as troubleshooting broadband cable components. The student will learn about power sources, loads, conductors, DC and AC current flow, and schematic diagrams. The student will use Ohm's law to analyze DC series circuits, calculate power and understand power loss in circuits.

**EET 1141C****Electronic Devices and Integrated Circuits I 3 cc**

**FA, SP** – **AAS only. Lab Fee. Prerequisite:** EET 1025C. A theory-lab course covering electronic semiconductors and basic circuit applications. Included in this course is the theory and operation of diodes and rectifiers, single-stage amplifiers, transistors, and special devices such as LED's, optocouplers, unijunction transistors, and basic integrated circuits.

**EET 1324C Communications Systems Technician 2 cc**

**TBA** – **AAS only. Lab Fee. Prerequisite:** EET 1330C. This course provides an introduction to radio frequency amplifiers and the radio frequency spectrum. It also introduces the student to electromagnetism, power supplies and to test equipment used by broadband technicians.

**EET 1325C Communications Systems Advanced Technician 2 cc**

**TBA – AAS only. Prerequisite:** EET 1324C. This course covers modulation and demodulation of television signals, transmission line fundamentals, radio-frequency wave propagation, microwave theory and devices as well as using a spectrum analyzer.

**EET 1330C Transmission Lines Service Technician. 2 cc**

**TBA – AAS only. Lab Fee. Prerequisite:** CGS1061C. This course covers electronic theory as it pertains to broadband cable systems, coaxial connectors, radio frequency amplifiers, couplers and taps. It also includes the usage of broadband test equipment including time domain reflectometers.

**EET 1351C Introduction to Data Communications Systems 3 cc**

**FA – AAS only. Lab Fee. Prerequisite:** CET 2171. This course serves as an introduction to computer data communications and networks. Included will be the introduction of communications concepts, media, protocols, principles of networking, and common standards. Emphasizes the ISO and OSI layered communications model.

**EET 1371C Telecommunications Fiber Testing and Maintenance 2 cc**

**TBA – AAS only. Lab Fee. Prerequisite:** CET 1632C. This course covers using fiber-optic test equipment to troubleshoot and maintain fiber-optic networks.

**EET1931 Special Topics in Electronics Engineering Technology 1 cc**

**TBA** - This course is designed to allow flexibility for presenting a variety of topics relating to electronic engineering technology and applications. Some special topics may require laboratory assignments. The course may be repeated when the content varies.

**EET1932 Special Topics in Electronics Engineering Technology 2 cc**

**TBA** - This course is designed to allow flexibility for presenting a variety of topics relating to electronics engineering principles and applications. Some special topics may require laboratory assignments. The course may be repeated for credit when the content varies.

**EET1933 Special Topics in Electronics Engineering Technology 3 cc**

**TBA** - This course is designed to allow flexibility for presenting a variety of topics relating to electronics engineering principles and applications. Some special topics may require laboratory assignments. The course may be repeated for credit when the content varies.

**EET 2084C Introduction to Electronics 3 cc**

**FA, SP, SU – AAS only. Lab Fee. Prerequisites:** Test score requirement the same as MAT 1033 or permission of instructor. This is an introductory course in analog electronics specifically designed for students in technology other than electronics majors. The student will learn the theory and perform basic experiments in the following subject areas: basic electricity, direct current (DC) circuits, alternating current (AC) circuits, diodes and power supply circuits and transistors and Op-Amps.

**EET 2142C Linear Circuits 3 cc**

**SP – AAS only. Lab Fee. Prerequisite:** EET 1141C. This is a continuing study of the principles of semiconductors, special devices, and transistor applications in power supply circuits. AF and RF amplifiers, and oscillators. This will include operational amplifier circuits and special ICs. Power circuits will include switching and amplifying applications. Laboratory experiences are provided to use test instruments to measure and determine various operational characteristics of solid state devices and circuits.

**EET 2215C Instrumentation Electronics 3 cc**

**SP – AAS only. Lab Fee. Prerequisite:** EET 2142C. This course includes theory and application of electronics control circuits and systems used in electronics instrumentation. The function of interfacing devices, test instruments, and sensors which are used in instrumentation measurements is an integral part of this course.

**EET 2947, 2948, 2949 Electronic Technology Co-op 1 cc, 2 cc, 3 cc**

**FA, SP, SU – AAS only.** Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term. A background check will be included.

**EEX 1600 Behavior Management 3 cc**

**FA, SP, SU** – An introductory course which presents students with a variety of approaches that can be effective in classroom situations with students exhibiting behavior problems. Decision making criteria to determine when, how, and why specific interventions that may be responsive of varying needs of students at all grade levels will be explored.

**EEX 2010 Introduction to Exceptional Children 3 cc**

**FA, SP, SU** – An introductory survey of the categories of exceptional (disabled) children and adults. Attention will be directed to each of the following: learning disabilities, behavior disorders, mental handicaps, visual and hearing impairments, communication disorders, and physical and multiple handicaps. Giftedness also will be covered. Course is designed for Education majors.

**EEX 2080 Teaching Special Needs Learners 3 cc**

**SP – Prerequisites or Corequisites:** EEX 1600, EEX 2010. A course designed to provide students with strategies and methods to teach learners with special needs. This course will provide practical, relevant teaching approaches derived from learning theory, research and experience. Effective teaching methods, appropriate curricula for special needs learners and teaching activities will be discussed.

**EEX 2092C Special Education Practicum. 3 cc**

**SP – Prerequisite or Corequisite:** EEX 2010. Observation participation field experience in a special education rehabilitation setting under supervision. Weekly seminars with the course instructor will be held for informative and evaluative purposes.

**EEX 2947, 2948, 2949 Instructional Services Co-op 1 cc, 2 cc, 3 cc**

**FA, SP, SU** – Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

**EGS 1111 Engineering Graphics 3 cc**

**FA, SP, SU – AAS only. Lab Fee.** An introductory course dealing with the fundamentals of engineering graphics and computer-aided drafting (CAD) using AutoCAD. This course covers the depiction of objects in a standard multiview drawing on a computer. One, two, three, -auxiliary, and section views are used. Dimensioning is covered. Three-dimensional objects are created both in surface and solid models and then depicted in a standard multiview format including pictorial views. This course is the prerequisite for all the computer drafting courses.

**EGS 2311 Engineering Statics 3 cc**  
**TBA – Prerequisites:** MAC 2312, PHY 2048. **Corequisites:** MAC 2313, PHY 2049. Pre-engineering elective. Reduction of force systems, equilibrium of particles and rigid bodies. Vector methods. Application to structures and mechanisms. Topics in dynamics and mechanics of materials.

**EGS 2321 Engineering Dynamics 3 cc**  
**TBA – Prerequisites:** EGS 2311, MAC 2313, **Corequisite:** MAP 2302. Pre-engineering elective. Dynamics of particles and rigid bodies for rectilinear translation, curvilinear motion, rotation and planar motion. Principles of work and energy, also impulse and momentum. Topics in mechanics of materials. Taught with calculus, vector analysis and differential equations.

**EME 2040 Introduction to Technology for Educators 3 cc**  
**FA, SP, SU – Lab Fee.** Application of instructional design - principles for the use of technology to enhance the quality of teaching and learning in the classroom. The course includes hands-on experience with educational media, emerging technologies, and hardware, software, and peripherals for the personal computer as well as data-driven decision-making processes. Identification of appropriate software for classroom applications, classroom procedures for integrating technologies with emphasis on legal and ethical use, and effective instructional strategies for teachers and students in regard to research, analysis, and demonstration of technology. Students will be provided with an overview of the Florida Educator Accomplished Practices, sunshine State Standards, the Professional Educator competencies, and the National Educational Technology Standards. **Meets AA computer competence requirement.**

**EMS 0000C Public Safety Telecommunication 8vc**  
**TBA – Lab Fee.** The purpose of this program is to prepare students for employment as public safety dispatcher, for police, fire, or EMS telecommunications

**EMS 1059C First Responder 3 cc**  
**TBA – Lab Fee.** The course will offer the associate of arts graduate a 3-credit hour overview of healthcare and serve as a method of meeting the 17-21 credit hour requirement for career-based education for the BAS concentration in Public Service/ Public Safety or Healthcare Management. In addition, it is a basic course for those who wish to enter emergency response training for fire agencies, and may serve as an introduction to patient care for those waiting on candidate lists for other health care programs.

**EMS 1119 Emergency Medical Technician 7 cc**  
**TBA – Lab Fee. Corequisites:** EMS1119L, EMS1411L. **Prerequisite:** Permission of instructor. Emergency Medical Technician is designed to prepare the student with the necessary fundamental knowledge to be successful in meeting Emergency Medical Technician certification and licensing requirements. Students will learn how to assess, treat and transport the sick and injured at the level of the Emergency Medical Technician Basic. There is emphasis on assessment based learning and complies with National DOT EMT-Basic curriculum.

**EMS 1119L EMT Lab 2 cc**  
**TBA – Lab Fee. Corequisites:** EMS 1411L, EMS 1119. **Prerequisite:** Permission of instructor. An integrated experience that is designed to allow the student to apply practical experience to material learned in Emergency Medical Technician. Students will learn how to assess, treat and transport the sick and injured at the level of the Emergency Medical Technician-Basic in the laboratory and simulated field environment. There is emphasis on assessment based learning and complies with National DOT EMT-Basic curriculum.

**EMS 1411L EMT Clinical Internship 2 cc**  
**TBA – Lab Fee. Corequisites:** EMS1911, EMS1911L. **Prerequisite:** Permission of instructor. An integrated experience that is designed to allow the student to apply practical experience to material learned in Emergency Medical Technician and EMT Lab. Students will learn how to assess, treat and transport the sick and injured at the level of the Emergency Medical Technician-Basic in area hospitals and advanced life support EMS ambulances. There is emphasis on assessment based learning and complies with National DOT EMT-Basic curriculum.

**EMS 1601 Introduction to Advanced Prehospital Care 1 cc**  
**FA – AAS only. Prerequisites:** EMT certification, CPR for Health Care Providers. This course focuses upon Paramedic roles and responsibilities, wellness in EMS, primary injury prevention, medical/legal considerations, emergency medical services ethics, EMS communication systems, and proper patient documentation.

**EMS 1612 Cardiovascular Emergencies 3 cc**  
**SP – AAS only. Prerequisites:** EMT certification, CPR for Health Care Providers. This course focuses upon cardiovascular anatomy and physiology, electrocardiographic monitoring, dysrhythmias, assessment and management of the cardiovascular patient and 12-lead ECG monitoring.

**EMS 1654 Paramedic Field/Clinical Experience I. 3 cc**  
**FA – AAS only. Lab Fee. Prerequisites:** EMT certification, CPR for Health Care Providers. This course focuses upon orientation, clinical and field experience provided in area hospitals and EMS agencies under supervision. Students begin their ambulance time in an observational capacity with an assigned preceptor and add skills as they progress through the term.

**EMS 1683 Fundamentals of Advanced Prehospital Care 1 cc**  
**FA – AAS only. Prerequisites: Entry into Paramedic Program. Corequisite:** EMS 2232L. This course focuses on general concepts of pharmacology, administration of medications, venous circulation, effective therapeutic communication, and communication strategies.

**EMS 1931C Special Topics in Emergency Medicine 1 cc**  
**TBA – AAS only. Lab Fee. Prerequisite:** EMS 1152C. This course is designed to enhance the student's basic patient assessment skills in the medical/ trauma environment. Current changes and updates in Emergency Medicine will be incorporated into the course as they occur. The course will build on information acquired in EMS 1151 and EMS1152C. After successful completion, the student will meet the requirements for HIV/AIDS update and State of Florida EMS requirements for recertification.

**EMS 2231L Paramedic Lab I 3 cc**  
**TBA – Lab Fee. Corequisites:** EMS2613, EMS2614. This course focuses upon general patient assessment and initial management of patients. It will also cover respiratory emergencies and airway management problems today's field paramedic will be faced with.

**EMS 2232L Paramedic Lab II 2 cc**  
**TBA – Lab Fee. Corequisites:** EMS1683, EMS1612. This course focuses upon general patient assessment and initial management of patients with various cardiovascular emergencies. It will also provide a foundation of application of pharmacological skills.

**EMS 2236L Paramedic Lab III 3 cc**  
**TBA – Lab Fee. Corequisites:** EMS2682, EMS2628. This course provides an opportunity for practical application of didactic material and the development of the psychomotor skills and tasks associated with this material, to include medicinal dosages and interventions and rhythm recognition and treatment involved in cardiovascular emergencies.

**EMS 2460C Advanced Clinical Practice 1 cc**  
**TBA – AAS only. Lab Fee. Prerequisite:** Permission of the program director. Students will learn advanced assessment techniques for patients dealing with neurological, cardiovascular, airway, pulmonary, GI, urinary, renal, endocrine, hematological, immune system and trauma complaints. Specialized clinical lab time will be included with this course.

**EMS 2613 Patient Assessment 1 cc**  
**FA – AAS only. Prerequisites:** EMT certification, CPR for Health Care Providers. This course focuses upon general patient assessment and initial management, techniques of patient assessment, and application of a process of clinical decision making.

**EMS 2614 Airway Management and Respiratory Emergencies 3 cc**  
**TBA –** This course focuses upon a review of respiratory anatomy and physiology, pathophysiology, assessment of the respiratory system, diagnostic testing, and management of specific respiratory disorders, establishing and maintaining a patent airway and ventilation, including anatomy, physiology and pathophysiology of the airway, use of equipment for assessment and treatment, and the use of airway adjuncts.

**EMS 2627 Medical Emergencies 4 cc**  
**SP – AAS only. Prerequisites:** EMT certification, CPR for Health Care Providers. This course focuses upon teaching the paramedic student how to integrate pathophysiological and assessment findings to formulate a field impression and implement the treatment plan for the patient with a medical emergency.

**EMS 2628 OB/GYN/Neonatal/Pediatric Emergencies 2 cc**  
**SP – AAS only. Prerequisites:** EMT certification, CPR for Health Care Providers. This course focuses on implementation of the proper treatment plans for a patient with a suspected gynecological emergency, a suspected obstetrical emergency, a neonatal emergency, and for a pediatric patient with an emergency.

**EMS 2655 Paramedic Field/Clinical Experience II 3 cc**  
**SP – AAS only. Prerequisites:** EMT certification, CPR for Health Care Providers. This course focuses upon clinical and field experience provided in area hospitals and EMS agencies under supervision.

**EMS 2656 Paramedic Field/Clinical Internship 5 cc**  
**SU – AAS only. Lab Fee. Prerequisites:** EMT certification, CPR for Health Care Providers. This course focuses upon successful integration of all prehospital skills by the student. The field internship verifies that the student has achieved entry-level competence, and is able to serve as team leader in a variety of prehospital advanced life support emergency medical situations.

**EMS 2680 Behavioral Emergencies 1 cc**  
**SU – AAS only. Prerequisites:** Entry into Paramedic Program. Corequisite: EMS 2232L. This course focuses upon psychiatric and behavioral emergencies, the pathophysiology of psychiatric disorders, biological, psychosocial and socio-cultural components, assessment and management of behavioral emergency patients, potentially suicidal patients and violent patients.

**EMS 2681 Special Considerations in Prehospital Care 1 cc**  
**SU – AAS only. Prerequisites:** Entry into Paramedic Program. Corequisite: EMS 2232L. This course focuses upon implementation of a proper treatment plan for: the geriatric patient, the patient who has sustained abuse or assault, diverse patients with a suspected emergency, the chronic care patient, and the patient with common complaints; procedures to ensure safe and effective ground and air transport; integration of the principles of: general incident management and multiple casualty incident management (MCI), rescue awareness management, human hazards awareness management, and general incident management of hazardous materials emergencies.

**EMS 2682 Advanced Prehospital Trauma Management 2 cc**  
**SU – AAS only. Prerequisites:** EMT certification, CPR for Health Care Providers. This course focuses upon the principles of kinematics to enhance patient assessment, implementation of a proper treatment plan for a patient with: shock or hemorrhage, soft tissue trauma, burn injuries, traumatic head injury, suspected spinal injury, suspected thoracic injury, suspected abdominal trauma, or suspected musculoskeletal injury.

**EMS 2930C Special Topics in Advanced Prehospital Care 1-6 cc**  
**SU – AAS only. Lab Fee. Prerequisites:** EMT certification, CPR for Health Care Providers. This course is designed to enhance the student's skills and knowledge in the prehospital environment. The course will meet the Florida requirements for education on HIV/AIDS. Current changes and updates in the prehospital environment will be incorporated as they occur.

**ENC 0015 Developmental Writing I 4 cp**  
**FA, SP, SU – Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam. Designed for students whose basic language skills need improvement, this course includes a review of basic grammar rules, sentence structure, punctuation, and capitalization. The writing component of the course focuses on effective paragraph construction.

**ENC 0025 Developmental Writing II 4 cp**  
**FA, SP, SU – Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or ENC 0015. Designed for students who need to improve their language skills, this course offers a review of grammar rules, language usage, sentence structure, punctuation, and composition of effective paragraphs and short essays.

**ENC 1101 English Composition I 3 cc**  
**FA, SP, SU – Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam. Corequisite: REA 1105C may be taken as a corequisite with the first writing emphasis course when test scores so indicate. This is a comprehensive course embodying the fundamentals of effective expression with emphasis on expository writing and logical thinking. **Meets AA general education Category I. A writing emphasis course.**

**ENC 1102 English Composition II 3 cc**  
**FA, SP, SU – Prerequisite:** ENC 1101 with a grade of "C" or better. A comprehensive course embodying the fundamentals of effective expression with emphasis on writing the essay, preparing a research paper, and reading literature for understanding and appreciation. **Meets AA general education Category I. A writing emphasis course.**

**ENC 1210 Technical Writing I 3 cc**  
**TBA – Prerequisite:** Test score requirement the same as ENC 1101. The principles of expository writing (unity, clarity, coherence, organization, and corrections) are applied to a variety of industrial and technical reports, letters, and forms. Students will be given practice in writing reports, letters, and proposals.

**ENL 2012 English Literature to 1800 3 cc**  
**FA, SP, SU – Prerequisite:** ENC 1102 with a grade of "C" or better. Selected British literature from the Middle Ages to the end of the eighteenth century. **Meets AA general education Category II. A writing emphasis course.**

**ENL 2022 English Literature from 1800 3 cc**  
**FA, SP, SU – Prerequisite:** ENC 1102 with a grade of "C" or better. Selected British literature from the late eighteenth century to the present. **Meets AA general education Category II. A writing emphasis course.**

**ENT 3003 Entrepreneurship/Small Business Management 3 cc**  
**TBA –** An introduction to the general theories, principles, concepts and practices of entrepreneurship. Developing business plans. Heavy emphasis is placed on lecture, readings, case studies and group projects.

**ESC 1000 Earth Science.** 3 cc  
**FA, SP, SU** – A broad survey of geology (earth materials and processes), oceanography, meteorology, and astronomy. A course primarily designed for non-science majors taught at an introductory level which will provide the student with a solid background of the interrelated disciplines that make up the "earth sciences." **Meets AA general education Category VII.**

**EST2542C Programmable Logic Controller (PLC) Fundamentals** 3cc  
**TBA – Lab Fee. Prerequisite:** EET2084C. This course will introduce students to programmable logic controllers (PLC)s concentrating on programming, debugging, conversion of electrical ladder logic to PLC ladder logic, and trouble shooting of PLC's using the NIDA 5050 trainer which is based on an Allen Bradley Micrologic 1200 programmable logic controller.

**ETC 1250 Properties of Materials** 3 cc  
**FA, SP – AAS only.** An introductory course involving classification, physical properties, application, and use of materials used in the construction industry. The materials covered include stone, brick, concrete, wood, and other general building products.

**ETD 1399 Architectural Drafting** 3 cc  
**SP – AAS only. Lab Fee. Prerequisites:** BCN 1001, ETD 2340 or permission of instructor. An advanced computer drafting course dealing with selected topics from architectural plans as well as mechanical and electrical drafting used in the preparation of working drawings for light and heavy commercial projects. Most emphasis will be placed on the collecting of building components into a contract document rather than the drafting aspect.

**ETD 1542 Structural Drafting** 3 cc  
**SU – AAS only. Lab Fee. Prerequisites:** BCN 1001, ETD 2340 or permission of instructor. **Corequisite:** ETC 1250. An advanced computer drafting course consisting of the drafting of steel and reinforced concrete details for commercial building. Includes minor connection details.

**ETD 1931, 1932, 1933 Special Topics in Drafting Design** 1 cc, 2 cc, 3 cc  
**TBA – AAS only. Lab Fee.** This course is designed to allow flexibility for presenting a variety of topics relating to drafting and design principles and applications. Some special topics may require laboratory assignments. The course may be repeated for credit when the content varies.

**ETD 2332 AutoCAD Customization** 2 cc  
**FA, SU – AAS only. Lab Fee. Prerequisite:** ETD 2340 or permission of instructor. A basic course in AutoCAD customization that enables the user to work more efficiently. This will be oriented towards the user; not for advanced programmers.

**ETD 2340 Computer Drafting** 3 cc  
**FA, SP, SU – AAS only. Lab Fee. Prerequisite:** EGS 1111 or permission of instructor. A second course in computer drafting where the drafting is emphasized. This course is intended for drafting students and covers the nuances of the computer as a drafting tool. Much of the material in EGS 1111 will be covered but in greater detail while omitting the 3D/design aspect. The course is taught "hands-on" using desktop computers with AutoCAD software.

**ETD 2355 Advanced Computer Drafting** 3 cc  
**SP – AAS only. Lab Fee. Prerequisite:** ETD 2340 or permission of instructor. A computer-drafting course dealing with advanced topics. Most of this course will dwell on 3D and technical illustration. Topics include minor customization, surface and solid modeling, and rendering.

**ETD 2364 Computer Aided Design 3-D (SolidWorks)** 4 cc  
**TBA – Lab Fee. Prerequisite:** EGS 1111 or permission of program coordinator/department head. This course teaches the student theory and application of solid modeling techniques used in product design and Fabrication. SolidWorks and MasterCam software are used to teach model design and tool path processes to create projects using the CNC Machining centers in the Mechanical Design Lab. Improving product design and developing processes in 3-D solid modeling technology is essential to remain competitive. The course emphasizes an employable level skill in the use of SolidWorks. Students are expected to spend a lot of time working with the software at home. A student edition of solidworks and MasterCam is available to practice your designs. Tool path and processing will be applied to the layout by the use of MasterCam X. This is a project-based course designed to teach the student to 3-D mechanical design. Students will Learn how to create, modify, and manipulate 3-D projects and develop a portfolio. The student will explore the benefits of rapid prototyping to generate finished projects by use of a 3-D Plotter. In addition various student generated designs are fabricated using the Haas Machining center, CNC Lathe, CNC Router and CNC Plasma table. Maximize the benefits of 3-D mechanical design as it is applied in computer machining.

**ETD 2397C Building Information Management I** 3 cc  
**TBA-Lab Fee. Prerequisite:** EGS1111 **Corequisite** ETD2340. Students will be introduced to elements of Building Information Modeling (BIM) utilizing a "centralized" database methodology thru the application of Autodesk Revit Architecture software. Students will begin learning the fundamental concepts on which BMI architecture is built and the characteristics of its parametric change engine. They will learn the terminology, the hierarchy of elements, and the application of the basic drawing tools to create a project model.

**ETD 2550 Civil 3D.** 3 cc  
**TBA – AAS only. Lab Fee. Prerequisite:** EGS 1111. This course covers a typical residential subdivision design process, and covers all project phases including point importing, surface modeling, subdivision parcel layout, horizontal alignments, vertical alignments, road cross sections, site grading and volume calculations. The work of corridor modeling and pipe design, all of this is accomplished with a tool that facilitates three dimensional development.

**ETD 2551 Civil Engineering Drafting.** 3 cc  
**FA – AAS only. Lab Fee. Prerequisites:** BCN 1001, ETD 2340 and appropriate scores on the Florida Entry Level Placement Exam or completion of MAT 0028 with a grade of "C" or better. This course covers fundamentals of civil engineering for computer drafting, including measuring errors, error of closure, coordinate conversion, curve data, contour lines, cut and fill, and profile work. Because computer drafting solutions are so accurate they can be measured, material will be dealt with both mathematically and graphically. A trig calculator is required.

**ETD 2947, 2948, 2949 Drafting and Design Technology Co-op.** 1 cc, 2 cc, 3 cc  
**TBA – AAS only.** Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

**ETI 1701 Industrial Safety** 3 cc  
**FA – AAS only. Lab Fee.** Principles of safety in a typical industrial environment are studied. Emphasis is on OSHA, and the analysis and design of safety programs for industry.

**ETI 1931, 1932, 1933**

**Special Topics in Mechanical Design** 1 cc, 2 cc, 3 cc  
**TBA – Lab Fee. AAS only. Prerequisites:** ETI 2416, ETI 2411, ETI 2412, ETI 2414, ETI 2415. This course is designed to allow flexibility for presenting a variety of topics relating to manufacturing principles and applications. The special topics will require laboratory assignments. The students shop time will be used to work on developing the necessary skills to be proficient as a CNC operator / programmer. The course may be repeated for credit when the content varies.

**ETI 2411 Manufacturing Processes CNC Machining/MasterCam-Lathe** 4 cc

**FA, SP – AAS only. Lab Fee. Corequisite:** EGS 1111. This course provides training in CNC machine operation, programming and Welding fabrication. The student will gain technical knowledge and programming methods employed in Haas CNC machining centers. CNC Machine programming, set-up and operations are taught using computer and hands on applications. Intermediate welding and Metal fabrication processes are taught through lectures, demonstration and student generated projects. Completion of this course offers students technical skills as a CNC operator and Welding processes to be applied in various machining and fabrication industries. The Haas VF-2 Mill, TL-1 Lathe and the CNC Plasma cutting machine are used in the lab to teach the student CNC processing. Welding processes in Gas, GMAW (Mig), GTAW (Tig) are taught to prepare the students as a Level 1 welder/fabricator. MasterCam–Lathe is taught to provide the student programming application in CNC machining. This is applied to the CNC Machinist/Operator college credit certificate.

**ETI 2412 Fabrication Processes (MasterCam ART)** 4 cc

**FA – AAS only. Lab Fee. Corequisite:** EGS 1111. The course will offer a working knowledge of MasterCam Art and CNC processes and operations using our CamTech II CNC Router. The student will learn to apply the 3-D processing available in MasterCam ART. This course is an in-depth study of MasterCam Art operations, CNC processing and the set-up of our Camtech CNC router is a core student proficiency. Intermediate woodworking processes through lecture and demonstration are taught to give the student additional skills as a CNC router operator and CAD/CAM (MasterCAM programmer). The students performance is based on a working portfolio of various projects completed. This is the intermediate course for the Computerized Woodworking college credit certificate.

**ETI 2414 Computer-Aided Manufacturing**

**MasterCam-Mill 2-D & Solidworks.** 4 cc

**SP – AAS only. Lab Fee. Corequisite:** EGS 1111 or program coordinator approval. The course will offer students a working knowledge of MasterCam Mill 2-D and Solidworks. This is the first class offered which teaches the student 3-D design using solidworks. An in-depth study of CAD/CAM software, CNC processing methods and the set-up of Haas CNC machining centers is a core student proficiency. The course Lectures and lab offer students hands on applications using Solidworks generated projects processed with Mastercam tool path software to generate various projects. The student will also learn to calculate machining feeds and Speeds, edit CNC programs and part production using the Haas VF-2 mill, TL-1 Lathe and our CNC Router. The student performance is based on a working portfolio of various projects completed.

**ETI 2415**

**Woodworking Processes (MasterCam Router)** 4 cc

**TBA – AAS only. Lab Fee.** This course provides to the student technical knowledge and programming methods employed in CNC woodworking machining centers. CNC Router programming, set-up, and operations such as Engraving, Nesting, Lettering and Contouring are taught. Computer Aided Drafting and Computer Aided Manufacturing concepts and applications are taught using MasterCam Router. Novice to intermediate woodworking processes through lecture and demonstration are taught to provide tool/machinery skills. This course offers the student marketable technical skills as a CNC router operator and CAD/CAM (MasterCam) programmer. A CamTech II CNC router and a TMC-1000 mill system are used in this course. The student's performance is based on a working portfolio of various projects completed. This is the foundation course for the Computerized Woodworking college credit certificate.

**ETI 2416 Metal Working Processes (Welding & Fabrication)** 4 cc

**FA – AAS only. Lab Fee.** A study of the principles, concepts and applications of various metal fabrication methods encountered in a metalworking fabrication environment. The subject matter on hand tools, mechanical cutting and welding processes and specialized fabrication equipment covers operational applications used in the industry. Students are taught production welding and techniques used in gas welding, Cutting, Brazing, MIG and TIG welding, ARC welding and plasma cutting operations. Hands on training teaching fabrication applications are used to give students practical skills in metalworking for entry level job opportunities needed in the Fabrication industry. Metal fabricating processes also include sheet metal layout and aircraft solid riveting. Coursework theory and testing is accomplished with a web based textbook subscription. Students are evaluated based on their performance of the course objectives and The completion of a compiled working portfolio of various projects completed in this course. This is the foundation course for the CNC Machinist/Operator college credit certificate.

**ETI 2947, 2948, 2949**

**Manufacturing Technology Co-op** 1 cc, 2 cc, 3 cc

**FA, SP, SU – AAS only. Cooperative Education (Co-op)** is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

**ETS 2406 Biomedical Equipment** 4 cc

**SP – AAS only. Prerequisite:** EET 2142C. **Corequisite:** BSC 1080. The course involves a study of electronic systems and equipment used in the medical profession. Emphasis will be placed on the study of calibration, maintenance, and troubleshooting procedures for circuits and devices. A background check will be included.

**EUH 1000 European History to 1700** 3 cc

**FA, SP – Prerequisite:** Test score requirement the same as ENC 1101. A survey of Western Civilization from Mesopotamia and Egypt to 1715. This course traces the social, intellectual, political, and cultural forces that flow into the mainstream of Western development and culminate in the rise of Modern Europe. **Meets AA general education Category IV. A writing emphasis course.**

**EUH 1001 European History from 1700** 3 cc

**FA, SP, SU – Prerequisite:** Test score requirement the same as ENC 1101. Stresses the conflict of liberalism and conservatism, the Industrial Revolution, the isms which rose in response to technology and the resulting imperialism and rivalries which led to the world conflicts in the 20th century and have bequeathed mankind the world he presently lives in. **Meets AA general education Category IV. A writing emphasis course.**



**EUH 2010 A History of Greece and Rome 3 cc**  
**FA, SP – Prerequisite:** Test score requirement the same as ENC 1101. This course introduces the student to the cultures of Greece and Rome through an historical examination of each culture's political, military and social institutions. These civilizations are studied in a chronological order. This chronology begins in the late Minoan period and culminates with the fifth century collapse of the western Roman empire. **Meets AA general education Category IV. A writing emphasis course.**

**FIN 2100 Personal Finance and Money Management 3 cc**  
**FA, SP, SU –** This is a course in personal financial planning, resource management, and economic security. It is designed to provide students with the basic analytical skills and practical working knowledge necessary to set realistic financial goals, prepare a manageable budget, and make the decisions that will protect income, assets, credit rating, and retirement security. The course stresses objective approaches and strategies in determining needs, designing and managing a budget, coping with income and other taxes, calculating the cost of and wisely using credit, stretching income and assets through the effective use of insurance and investment options, and managing all phases of a financial program to achieve personal financial goals.

**FIN 3400 Financial Management 3 cc**  
**TBA – Prerequisite:** ACG 3024 or ACG 2021or ACG 2001 and ACG 2011. This is an introductory course in managerial finance in which the student should attain a clear, basic understanding of the fundamentals of finance and their associations to the decision-making framework faced by a financial manager who is charged with maximizing shareholders' wealth. Topics include financial statement analysis, financial planning and forecasting, time value of money, risk and rates of return, asset valuation, capital budgeting, capital structure, dividend policy and working capital management.

**FRE 1120 Beginning French I 4 cc**  
**FA –** Fundamentals of grammar, drill in pronunciation, reading, and special emphasis on oral expression in the language. The course consists of four credits of classroom instruction. If you have had two consecutive years of French in high school, it is strongly advised you begin in FRE 1121.

**FRE 1121 Beginning French II 4 cc**  
**SP – Prerequisite:** FRE 1120. Not for beginners. The course will consist of four credits of classroom instruction. Emphasis will be placed on speaking, reading and writing, as well as culture. If you have had two consecutive years of French in high school, it is strongly advised you begin in FRE 1121. **Meets AA general education Category V**

**FRE 2200 Intermediate French I 3 cc**  
**TBA – Prerequisite:** FRE 1121 or two years of high school French. Development of ability to read a variety of French publications, literary and journalistic, in French, French civilization, literature, and cultural history. Class discussion, complete review of grammar, practice in composition.

**FRE 2201 Intermediate French II 3 cc**  
**TBA – Prerequisite:** FRE 2200. Further development of the ability to read a variety of French publications, literary and journalistic, in French. French civilization will be discussed in the hope of stimulating the imagination by isolating current events and interesting individuals rather than merely presenting a series of facts. Group discussion will be encouraged to allow students to express their own opinions.

**FSS 1063C Professional Baking 3 cc**  
**FA, SP, SU – Lab Fee. Prerequisite or Corequisite:** HFT 2212 or FOS 2201. This course introduces the student to the principles of professional baking. The student will become familiar with the techniques and equipment used in a bakeshop or the baking area of a commercial kitchen. The student will apply the fundamentals of baking science in the production of various products. The student will learn the basic baking skills required in the culinary arts field.

**FSS 1220C Culinary Techniques 3 cc**  
**FA, SP, SU – Lab Fee. Prerequisite or Corequisite:** HFT 2212 or FOS 2201. Emphasis in this course will be placed on the basic methods and chemistry of cooking. Students study ingredients, cooking, theories, terminology, equipment, technology, weights and measures, formula conversions and work on cooking skills and procedures.

**FSS 1221C Introduction to Culinary Production 3 cc**  
**FA, SP, SU – Lab Fee.** It is recommended that students take HFT 2212 as a prerequisite or corequisite. This course is an overview of culinary production for those students pursuing a career in the hospitality industry. Emphasis is on the basic methods and chemistry of cooking, baking, kitchen operation, and kitchen management.

**FSS 1222L Culinary Production 3 cc**  
**FA, SP – Prerequisites:** FSS 1220C and FSS 1063C. Through extensive hands-on experience, students will acquire the skills necessary to plan and prepare various meals utilizing menu planning methods.

**FSS 1308C Dining Room Management Banquet and Russian Service 3 cc**  
**FA, SP – Lab Fee. AAS only. Prerequisite or Corequisite:** HFT 2212. This course introduces the student to the organization and function of the dining room of a commercial food service facility utilizing Banquet and Russian table service. The class will place an emphasis on Regional and International Cuisines. The student will also demonstrate a familiarity with the skills and techniques utilized in American table service.

**FSS 2224L Classical Cuisine 3 cc**  
**FA, SP – AAS only. Prerequisites:** FSS 1220C and FSS 1063C. This course allows students to practice advanced culinary skills under operating conditions. Students prepare and serve meals to the public.

**FSS 2242L International/Regional Cuisine 3cc**  
**FA, SP – Prerequisites:** FSS 1063C, FSS 1220C. This course covers the unique food styles and preparation techniques used around the world. Students design and implement banquet style international menus. Meals are prepared for the public.

**FSS 2247C Advanced Baking 3 cc**  
**SP – AAS only. Lab Fee. Prerequisite:** FSS 1063C. This course builds on the skill and knowledge the student gained in FSS 1063C and familiarizes the student with advanced baking theories and techniques. The student will apply the fundamentals of baking science in the production of various products. The student will learn the basic baking skills required in the culinary arts field.

**FSS 2248C Garde Manger 3 cc**  
**SU – Lab Fee. Prerequisites:** FSS 1220C and FSS 1222L or FSS 2224L or FSS 2242L. The student will become familiar with the techniques and equipment used in the production of Hors - d'oeuvres, appetizers, charcuterie and other products found typical to catered events. Students will apply these fundamentals in actual catered events as outlined during the first day in class. Students are advised that class times vary greatly.

**FSS 2284C Catering, Banquet, and Event Management 3 cc**  
**SU – Prerequisites or Corequisites:** HFT 2212. This course introduces students to the techniques and management principles necessary for the management of a catering and banquet operation. The course covers catering functions, special events, and banquets. Course topics will include planning and management, preparation and production, and service with an emphasis placed on planning and management of events. Students examine the management process and learn to apply this process to catering functions, banquet operations, and special events. This course provides students interested in event management with practical knowledge in the management of on and off premise functions.

**FSS 2382L Culinary Management Practical Exam 1 cc**  
**TBA – Lab Fee. AAS only. Prerequisite:** Completion of all culinary courses and permission of instructor or department head. Techniques and knowledge required for a career as a professional chef. Provides knowledge needed to demonstrate artistic and creative abilities in various culinary shows, recipe contests, and exhibitions.

**FSS 2941, 2942, 2943**

**Culinary Management Internship 1 cc, 2 cc, 3 cc**  
**FA, SP, SU** – Internship is a supervised hands-on training experience in which the student will observe and participate in the operation of a restaurant, food service, dietary or other food production operation. The student will learn first hand the day-to-day operations of a food production facility. The student will have the opportunity to demonstrate the knowledge and skills learned in the classroom and apply them on the job. Departmental permission required.

**FSS 2946 Basic Culinary Management Co-op 1 cc**  
**FA, SP, SU** – Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term. Departmental permission required.

**FSS 2947, 2948, 2949**

**Culinary Management Co-op 1 cc, 2 cc, 3 cc**  
**FA, SP, SU** – Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term. Departmental permission required.

**GEA 2000 World Regional Geography 3 cc**  
**TBA** – A descriptive study of selected countries and regions of the world around such key topics as location, population makeup and distribution, natural environment, type of economy, potentialities, chief problems. Human activities are related to natural environmental conditions of countries, regions, and continents. **Meets AA general education Category IV.**

**GEB 1011 Introduction to Business 3 cc**  
**FA, SP, SU** – The course includes principles of organization and management as well as operational aspects and the social and economic environment of a business, fundamentals of management controls, marketing, and financial management. This course is a prerequisite only for those students following a program of study in business administration, but is offered in two different formats: the conventional classroom style and a special format which reduces formal classroom time but requires more self-study.

**GEB 2112 Entrepreneurship 3 cc**  
**FA, SP** – This course prepares students to start their own business and is designed to assist entrepreneurs to strengthen and manage their business skills. Fundamentals of starting and operating a business, developing a business plan, obtaining financing, marketing a product or service, and developing and effective accounting system will be covered.

**GEB 2139 E-Business Management 3 cc**  
**FA, SP** – This course includes the applications, principles, and concepts of business transactions that take place via electronic communication networks. Specific emphasis will be placed on the process of buying and selling goods and services, and information over computer networks.

**GEB 2350 International Business 3 cc**  
**FA** – This course includes the applications, principles, and concepts of international business. Specific emphasis will be placed on a global perspective, international business environments, trade and investment, financial systems, and management/marketing.

**GEB 2430 Business Ethics 3 cc**  
**FA, SP** – This course will enable students to confront the issues of what is right, proper, and just when making decisions that affect other people in the business world. The focus is on what relationships are and ought to be with employees.

**GEB 2947, 2948, 2949 Business Co-op 1 cc, 2 cc, 3 cc**  
**FA, SP, SU** – Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

**GEB 3213 Communication in Business 3 cc**  
**FA, SP** – This course focuses on communication within organizations with emphasis on organizational theory and structure, systems analysis, and communication networks.

**GER 1120 Beginning German I 4 cc**  
**FA** – Fundamentals of grammar, drill in pronunciation, reading, and special emphasis on oral expression in the language. The course consists of four credits of classroom instruction. If you have had two consecutive years of German in high school, it is strongly advised you begin in GER 1121.

**GER 1121 Beginning German II 4 cc**  
**SP – Prerequisite:** GER 1120. Not for beginners. The course will consist of four credits of classroom instruction. Emphasis will be placed on speaking, reading and writing, as well as culture. If you have had two consecutive years of German in high school, it is strongly advised you begin in GER 1121. **Meets AA general education Category V.**

**GER 2200 Intermediate German I 3 cc**  
**TBA – Prerequisite:** GER 1121 or two years of high school German. Review of German grammar, advanced reading, and conversation.

**GER 2201 Intermediate German II 3 cc**  
**TBA – Prerequisite:** GER 2200. The grammar presentations in Deutsch heute proceed from the known to the new; it builds on grammatical structures the student has already mastered. A student who completes this course satisfactorily will be expected to have the ability to read ordinary German of a non-technical nature (magazines and news-papers) and to read the standard works of German literature with a minimum use of the dictionary.

**GIS 2040C Geographic Information Systems 3 cc**  
**FA – AAS only. Lab Fee. Prerequisite:** CGS 1570 or permission of instructor. A beginning course in Geographic Information Systems (GIS). GIS is the combination of data and where that data occurs spatially on a map. This computer application technology is used by utility companies, forestry managers, environmental businesses, government planners, market researchers, real estate developers, emergency planners, civil engineers, and a variety of other disciplines. Topics include map projections, database management, collection of data, spatial representation of data, analyzing spatial relations layering data in combinations, and creating presentations. This course is open to all students with basic computing skills.

**GLY 1010 Physical Geology. 3 cc**  
**FA, SP – Corequisite:** GLY 1010L. An introduction to the study of the earth, its composition (minerals and rocks), gradational processes (running water, glaciers, winds and gravity), diastrophism (plate tectonics, folding, faulting), vulcanism (volcanic and plutonic features). **Meets AA general -education Category VII.**

**GLY 1010L Physical Geology Laboratory** 1 cc  
**FA, SP – Lab Fee. Corequisite:** GLY 1010. A study of rocks and minerals, structural features of the earth, and various earth forms as related to certain geologic processes with the aid of rock and mineral samples, topographic maps and aerial photographs. **Meets AA general education Category VII.**

**GRA1109C History of Graphic Design** 3 cc  
**FA, SP, SU –** This course is an introductory survey of the history of graphic design from its origin to the present day.

**GRA 1140C Beginning Multimedia Production** 3 cc  
**TBA – AAS only. Lab Fee. Prerequisite:** GRA 2151C. Beginning Multimedia introduces the core principles of artistic design and development of interactive, computer-based multimedia. Students are exposed to industry standard authoring systems, combining image, text, animation, video, sound and user interactivity. This class is designed for Multimedia art majors and utilizes the Macintosh® computer platform.

**GRA 2141C Advanced Multimedia Production** 3 cc  
**TBA – AAS only. Lab Fee. Prerequisites:** GRA 1140C, GRA 2721C. Advanced Multimedia synthesizes material learned in Beginning Multimedia and Creative Web Design. Students will create projects emphasizing conceptual development through to final presentation. In addition to artistic principles of design, emphasis will be placed on professional project management, budget issues, client relations, and project scope. Students will utilize non-linear digital video editing, graphic design, illustration, sound, web and DVD authoring software on the Macintosh® computer platform. This class is designed for multimedia art majors.

**GRA 2151C Computer Graphics I** 3 cc  
**FA, SP, SU – AAS only. Lab Fee.** Explores the Macintosh® computer's capabilities as a tool for artists and graphic designers. Students will use a variety of layout and image-processing programs, digital scanning, and video images in assignments that stress creativity and technical proficiency.

**GRA 2152C Computer Graphics II** 3 cc  
**FA, SP, SU – AAS only. Lab Fee. Prerequisite:** GRA 2151C. A continuation of GRA 2151C using advanced software and programs on the user-friendly Macintosh®. Directed at artists and graphics designers.

**GRA 2158C Multimedia 3D** 3 cc  
**TBA – AAS only. Lab Fee. Prerequisites:** GRA 1140C, GRA 2152C. Teaches the construction and development of three-dimensional objects on the personal computer using modeling programs in use in the graphics and multimedia industries. Models will be created with variable formal, lighting, and textural characteristics presented and manipulated in - functional three-dimensional environments.

**GRA 2190C Graphic Design I** 3 cc  
**FA, SP, SU – AAS only. Lab Fee. Prerequisites:** ART 1201C, GRA 2151C and PGY 2401C. Basic experience in the creative and technical processes of visual communication. Concept development, layout skills, uses of type, illustration, and computer-aided design with the Macintosh® will be covered.

**GRA 2191C Graphic Design II** 3 cc  
**FA, SP, SU – AAS only. Lab Fee. Prerequisite:** GRA 2190C. Advanced techniques and projects in visual communications with emphasis on development of a professional portfolio and understanding of market demands. A high degree of creativity and craftsmanship is stressed.

**GRA 2206C Typography** 3 cc  
**FA, SP, SU – AAS only. Lab Fee. Prerequisites:** ART 1201C, GRA 2151C, GRA 2190C. A practical introduction to typography, including the development of type styles and their creative uses in graphic design from historic forms to modern and computer type, emphasizing the expressive power of type usage in design, while also covering technical aspects of fonts, letter forms, measurement, x-height, leading, kerning, and aesthetic considerations.

**GRA 2210C Electronic Prepress** 3 cc  
**FA, SP, SU – AAS only. Lab Fee. Prerequisites:** ART 1201C, GRA 2152C, PGY 2401C. This class, which replaces the former GRA 2117C, Graphic Processes, is a highly specialized course that teaches the current techniques for electronic delivery of -artwork for print reproduction. Working with Quark, Photoshop, Acrobat, and Freehand, students will learn industry standards and requirements including digital file output, digital printing processes, and file management.

**GRA 2721C Creative Web Design** 3 cc  
**FA, SP, SU – AAS only. Lab Fee. Prerequisite:** GRA 2151C and GRA 2206C. Creative Web Design builds on the design and development skills gained in Beginning Multimedia Production and moves the student to the production of artistic web-based projects on the Macintosh computer platform. Focusing entirely on intranet and internet design environments, the course will emphasize advanced skills in animation, sound, video, authoring, editing and HTML coding. Students will use appropriate web development software to create product for use across both Macintosh® and PC computer platforms.

**GRA 2770C Creative Design and Communication** 3 cc  
**FA, SP – AAS only. Lab Fee. Prerequisite:** ART 1201C, GRA 2151C, ART 1300C, PGY 2401C. Creative Design and Communication builds communication, artistic design, promotion and multimedia production skills required by commercial artists. The focus of the course is to introduce students to the importance of effective design and communication in the marketing/advertising/commercial art industry. Students will learn the structure of the commercial art industry and how to write, present and design to meet client needs in reaching their target demographic and psychographic audiences. Class exercises will emphasize the generation of simple commercial art products (posters, ads, cards, billboards, audio recordings, video recordings, etc.) to meet the demands of a commercial art client.

**GRA 2931, 2932, 2933 Multimedia Seminar** 1 cc, 2 cc, 3 cc  
**TBA – AAS only. Lab Fee.** Multimedia Seminar is designed to teach about interpersonal relationships, contextual constraints, problem solving, employment possibilities and strategies for students interested in multimedia production as a career. Guest speakers and/or the instructor will present to the class concerning appropriate topics. Site visits to area businesses, industries, schools and other facilities involved in the production of multimedia may occur. Students will design, develop and present multimedia-based materials on selected topics.

**GRA 3194C Graphic Design III** 3 cc  
**TBA – Lab Fee.** This advanced level studio course is an in depth exploration of two and three dimensional media and the potential creative use of contemporary technology in visual communication. This course includes experimentation in multi-page print projects, computer animation, multi-media and environmental signage. The course will include lecture and field trips.

**GRA 3202C Advanced Typography** 3 cc  
**TBA – Lab Fee.** Exploration of the expressive potential of the letter form.

**GRA 3209C Typography II** 3 cc  
**TBA – Lab Fee.** This course is a continuation of the study of traditional Typography. Exercises and projects focus on the hierarchal qualities of typography, the development of marketable, original, and creative problem solving solutions will also be examined with an emphasis on creative techniques. Industry standard software will be used in the development of digital typography and hierarchal skills.

**GRA 4186C Senior Studio Graphic Design** 3 cc  
**TBA – Lab Fee.** Advanced graphic design problems in advertising campaigns and multi-unit visual communication systems.

- GRA 4189C Portfolio Development** 3 cc  
**TBA** – This course is designed to prepare the student for employment with a well-crafted presentation of their skills in the form of a portfolio.
- GRA 4514C Environmental Design** 3 cc  
**TBA – Lab Fee.** Students will study a range of examples of exhibition/environmental design measured against conventions of 2D display/informational systems.
- HCP 0120C Nursing Assistant** 3 vc  
**FA, SP, SU – Lab Fee. Corequisite:** HSC 0591C. This course is designed to prepare the student for employment in the long term care setting. Students have the opportunity to apply content learned in the classroom to the care of geriatric and long term care patients. Content includes legal, ethical, safety, comfort, nutrition, infection control and rehabilitative measures central to the care of patients by nursing assistants.
- HFT 1000 Introduction to the Hospitality Industry** 3 cc  
**FA, SP, SU** – An introductory course designed to acquaint the student with the many facets of the hotel/lodging, restaurant, travel and tourism, and food service industries. The student will become familiar with the various interrelated professions in these industries and their relationships to each other.
- HFT 1031 Management of Environmental Services** 3 cc  
**TBA** – This course will introduce students to the methods, techniques and procedures used in commercial cleaning. Included in the topics of the course are servicing of restrooms, cleaning walls, windows, fixtures and the methods, techniques and procedures used in the care and cleaning of floors, rugs and carpeting. The course will emphasize guest room cleaning, laundry and housekeeping operations utilized in the lodging industry. The class covers the use and maintenance of professional cleaning equipment. Students will become familiar with the laws, regulations and agencies governing the environmental service industry. The course is designed to prepare students for a supervisory role in the management of a housekeeping department.
- HFT 1254 Lodging Operations** 3 cc  
**FA, SP** – This course introduces students to guest service operations. This course is designed for students interested in managing hotels, motels, resorts, and other related lodging businesses. The course provides students with practical knowledge of the concepts and procedures used in managing commercial lodging operations. Students are introduced to the rooming and guest service functions. The course includes the theories and principles of guest service management used in the lodging industry. The course gives students the opportunity to develop human relations and customer service skills. Operation of the various functions of the rooming department of a lodging operation is covered.
- HFT 1313 Hospitality Property Management** 3 cc  
**SP** – This course focuses on three main areas of property management including physical plant management, facilities, systems engineering and management, and utilities and energy management. All phases of property management are covered from operations management to cost analysis and capital investment. The general principles of design, installation, operation, and economical evaluation are applied to hospitality operations.
- HFT 1410 Hospitality Industry Accounting** 3 cc  
**FA** – Presents basic introduction to the reservation system and the accounting functions of hospitality operations. The course focuses on the reservations and billing, audit, transient ledger, city ledger, income statement, and of the statistical analysis used in the hospitality industry.
- HFT 1860 Bar and Beverage Management** 3 cc  
**SU** – An in depth study into the principles of beverage management. This course will introduce students to the production and characteristics of the different types of beers, liqueurs and spirits. Students will be introduced to the techniques of mixology with an emphasis on the responsible vending of alcoholic beverages.

- HFT 1867 Wine Technology and Merchandising** 3 cc  
**FA** – This course introduces students to the principles of oenology. The course provides students interested in wines, wine production, and service with the fundamentals of wine technology. Students are introduced to the theories and - principles of marketing, merchandising and promoting wines in the hospitality industry. Practical knowledge of viticulture and vinification methods is covered in the course. Students are introduced to the theories, concepts, and principles of sensory evaluation and other quality factors of wine. The course is designed for both the hospitality manager as well as the individual who enjoys wine for personal pleasure.
- HFT 2211 Hospitality Resource Management** 3 cc  
**SU** – This course introduces students to the resources available to managers in the hospitality industry. This course includes management concepts and practices applicable to the hospitality industry. Students are introduced to the theories and principles of managing a hospitality entity. Students examine the management process and learn to apply this process to the hospitality industry. This course provides students interested in lodging, food service, beverage service, and other related fields with practical knowledge in the acquisition, management and utilization of the resources available to hospitality managers.
- HFT 2212 Food Service Sanitation and Safety** 2 cc  
**FA, SP, SU** – This course is designed to develop an understanding of the basic principles of sanitation and safety in order to maintain a safe and healthy environment for the consumer in the food industry. It includes the laws and regulations related to safety, fire, and sanitation and how to adhere to them in the food service operation.
- HFT 2250 Lodging Systems and Procedures** 3 cc  
**SP** – This course introduces students to the principles of operating a profitable lodging operation. This course is designed for students interested in managing hotels, motels, resorts, and other related lodging businesses. The course provides students with practical knowledge of the concepts and procedures used in managing commercial lodging operation. Students are introduced to the utilization of reservation systems and the procedures for handling various types of reservations. The student will be introduced to the information systems for registration, guest accounts, checkout and the audit functions of guest services. The course includes the theories and principles of yield management, the economics principles of pricing used in the lodging industry in addition to other related topics.
- HFT 2261 Restaurant Management and Development** 3 cc  
**TBA** – This course introduces students to the principles of operating a profitable restaurant. The course provides students interested in managing a restaurant and other related businesses with practical knowledge of the concepts and procedures used in managing a commercial food service facility. Students are introduced to the theories and principles of facility and menu development, design, and layout. The course covers the process of developing a commercial food service operation.
- HFT 2451 Cost Control and Purchasing** 3 cc  
**FA, SP – Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or completion of MAT 0018 with a grade of "C" or better. An overview of the management system with an in-depth study of purchasing and the control component of the management cycle. This course will focus on the principles and practices concerned with the purchase and receipt of food, supplies, and equipment for various food service operations.
- HFT 2500 Marketing in the Hospitality Industry** 3 cc  
**TBA** – This course is designed to study the principles of marketing and promotion as they relate to the hospitality industry. This course looks at applying promotional techniques to a hospitality operation. The course addresses such topics as using a restaurant's menu and service staff to generate word-of-mouth advertising, the organization of a lodging operation's sales department, promotion of special events, etc.

**HFT 2600 Concepts of Hospitality Law** 3 cc  
FA – This course provides the student with a familiarization of the fundamentals of law and an in-depth study of the legal aspects affecting the hospitality industry. This course addresses risk management in the hospitality industry.

**HFT 2840C**

**Dining Room Management French Service** 3 cc  
FA, SP – Lab Fee. **Prerequisite or Corequisite:** HFT 2212. This course exposes the student to advanced table service techniques and service styles to include French and Ala Ritz and buffet. Special attention is given to wine service, table-side preparation, carving and service.

**HFT 2841C**

**Dining Room Management American Service** 3 cc  
FA, SP – Lab Fee. **Prerequisite or Corequisite:** HFT 2212. This course introduces the student to the principles of managing American Table Service in the commercial food-service operation. All aspects of a la carte service are covered. Service skills and computer technologies are emphasized. This course covers all aspects of dining room service required in the hospitality field.

**HFT 2850C Management of Dining** 3 cc

FA, SP – It is recommended that -students take HFT 2212 as **Prerequisite or Corequisite**. This course is a course in management of dining room service. Students will learn the operation of the dining room of a table service restaurant. Students will use various management techniques in the operation of a restaurant dining room. The student will gain hands-on experience in American, French, and banquet table service. This course covers all aspects of dining room service required in the hospitality field. This course emphasizes learning and practicing management and customer service skills.

**HFT 2931, 2932, 2933**

**Hospitality Management Seminar** 1 cc, 2 cc, 3 cc  
TBA – This course is designed to allow flexibility for a wide variety of topics/topic of interest, problem, need, etc. of the hospitality industry to meet the special needs of an identified group of students. This course explores current topics as they affect the hospitality industry.

**HFT 2941, 2942, 2943**

**Hospitality Management Internship** 1 cc, 2 cc, 3 cc  
FA, SP, SU – Internship is a supervised hands-on training experience in which the student will observe and participate in the operation and management functions of a food service, lodging, dietary, or other hospitality operation. The student will learn first hand the day-to-day operations of a business in the hospitality industry. The student will have the opportunity to demonstrate the knowledge and skills learned in the classroom and apply them on the job. Departmental permission required.

**HFT 2946 Basic Hospitality Management Co-op** 1 cc  
FA, SP, SU – Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term. Departmental permission required.

**HFT 2947, 2948, 2949**

**Hospitality Management Co-op** 1 cc, 2 cc, 3 cc  
FA, SP, SU – Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term. Departmental permission required.

**HIM 1000C**

**Introduction to Health Information Management** 3 cc  
FA – AAS only. **Prerequisite:** Permission required. Orientation to medical records, history, professional associations, and ethics; introduction to confidentiality; medical record content, format, evaluation, and use; numbering, filing, indexing, storage, retrieval, and quality control.

**HIM 1442 Pharmacology** 2 cc

FA, SP – AAS only. This course teaches the student the pronunciation, spelling, actions, and side effects of the most commonly prescribed drugs and the interpretation of pharmacological terms, abbreviations, and symbols used in prescription writing.

**HIM 1800 Health Information Management**

**Professional Practice I** 2 cc  
FA, SU – AAS only. **Lab Fee. Prerequisites:** HIM 1000C, HSC 2642, CPR Card. Supervised directed experience in hospital -medical record department. Specific assignments: medical record admitting procedures, assembly and analysis of medical records, record and loose document filing, record controlling, release of information and medical staff relations.

**HIM 2214C Health Data Management** 2 cc

SP – AAS only. **Prerequisite:** HIM 1000C. This course is designed to expand upon health information management to include an introduction to electronic health records, healthcare data sets, clinical vocabularies and nomenclature systems, healthcare reporting and compliance issues, health information, ethical issues in health information technology and project management.

**HIM 2234C Advanced ICD-9-CM Coding** 3 cc

SP, SU – AAS only. **Prerequisite:** HIM 2280C. Continuation and expansion of HIM 2280C. This course covers the advanced features of the ICD-9-CM Coding System. Also included are prospective payment systems and diagnostic-related groups (DRGs).

**HIM 2253 Outpatient Reimbursement**

**Methodologies and Third-Party Payer** 4 cc  
TBA – AAS only. **Prerequisite:** HSC1531. Instruction in CPT -4 Coding, HCPSC, and APC's as used in physician's offices and other out-patient settings. Includes principles and practices related to payment by insurance of health or medical expenses by private or government entities.

**HIM 2282C Coding and Classification Systems** 3 cc

FA, SP, SU – AAS only. **Lab Fee. Prerequisites:** BSC 1080, HSC 2550 or permission of instructor. **Corequisite:** HSC 2550. Historical development and purpose of medical nomenclature and classification systems/ indexes, registers, abstracts, and an introduction to ICD-9-CM, CPT/HCPSC and DRG systems.

**HIM 2500C Quality Improvement in Healthcare** 2 cc

SP – AAS only. An introduction to the concepts, techniques, and tools in the process of improving performance in the health care environment. Emphasis is on the key processes for identification, resolution of problems in the Health Information Management profession.

**HIM 2512 Health Information Management and Supervision 3 cc**

**FA – AAS only.** Application of basic principles of management related to office management in a medical record department; planning and organizing space, equipment, supplies, and personnel using systems procedures, methods and organization charts.

**HIM 2620 Medical Statistics and Financial Applications 3 cc**

**FA – AAS only. Prerequisites:** HIM 1000C, MAT 1033 or MTB 1310 or higher math or permission of the instructor. Statistical concepts and procedures in data collection and preparation of statistical reports for hospital administration and accrediting agencies; financial concepts and optimum utilization of resources.

**HIM 2653C Computer Applications in Health Information Management 3 cc**

**SP – AAS only. Lab Fee. Prerequisites:** CGS 1570, HIM 1000C. This course is designed to give the student an overall scope of computer applications in the health care industry with special emphasis on the Computer Applications in the Health Information Management domain.

**HIM 2810 Health Information Management Professional Practice II 2 cc**

**SP, SU – AAS only. Lab Fee. Prerequisite:** HIM 1800.  
**Corequisite:** HIM 2234C. supervised learning experience in various health care facilities. Specific assignments: statistical applications, computer applications, coding, quality assurance and risk management.

**HIM 2931 Special Topics in Health Information Management 1 cc**

**TBA – AAS only.** This course is designed to provide a comprehensive review for Preparation for the Registered Health Information Certified Coding Assistant (CCA) examination offered through the American Health Information Management Association (AHIMA).

**HIM 2932 Special Topics in Health Information Management 2 cc**

**TBA – AAS only.** This course is designed to provide a comprehensive review for Preparation for the Registered Health Information Technician (RHIT) examination offered through the American Health Information Management Association (AHIMA).

**HIM 2933 Special Topics in Health Information Management 3 cc**

**TBA – AAS only.** This course is designed to allow flexibility for presenting a variety of topics in Health Information Management. The course may be repeated for credit when content varies.

**HIM 2934 Health Information Management Professional Practice III 2 cc**

**TBA – AAS only. Lab Fee. Prerequisites:** HIM 1800, HIM 2234C, HIM 2253, HIM 2810. The third of three coordinated professional practice courses designed to provide the student with practical experience in Health Information Management with the emphasis on learned skills in coding and reimbursement. It will consist of an intense onsite practicum in reimbursement methodologies, ICD-9-CM, and CPT coding.

**HLP 1081 Concepts of Life Fitness 3 cc**

**FA, SP, SU – Lab Fee.** A basic course designed to acquaint students with the principles, concepts and values of physical fitness, proper nutrition, and stress management; and the dangers attached to negative lifestyle behaviors. Students will learn to evaluate their fitness, nutrition and stress levels, identify their areas of interest, and write their own exercise prescriptions. Class periods are held in both the classroom and the LIFE Center where students will take part in a number of health and fitness assessments and will be instructed on the proper use of both strength and cardiovascular training equipment. Upon successful completion of HLP 1081, students maintaining college enrollment can use the L.I.F.E. Centers at no cost by enrolling in N00318. Former Pensacola State College students who have successfully completed HLP 1081 can gain access to the L.I.F.E. Centers each term by enrolling in and paying tuition for R 00064. **Meets AA general education Category IV.**

**HLP 2947, 2948, 2949 Human Performance and Recreation Co-op 1 cc, 2 cc, 3 cc**

**TBA – Cooperative Education (Co-op)** is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

**HOS 1010 Introduction to Horticultural Science 3 cc**

**FA –** An overview of the biology of horticulture, the horticultural industry and an introduction to the scientific principles that are involved in the production of horticultural crops. The course will provide a comprehensive review of the aesthetic value of horticulture, plant classification, plant problems, plant growth, and plant use.

**HOS 1014 Introduction to Organic Production Systems and Farming 1 cc**

**TBA –** An overview of the organic production systems with special attention paid to starting an organic cropping operation, cultural methods such as fertilization and pest control, organic materials, environmental issues, and business applications.

**HSA 1101 Survey of Health Services 2 cc**

**FA, SP, SU – AAS only.** The purpose of this course is to introduce the student to the health care delivery system and to provide an overview of the role and responsibility of members of the health care team. Common illnesses will be discussed with a focus on prevention of disease and promotion of wellness. Legal/ethical issues, basic medical terminology, infection control and the personal and professional characteristics of the successful health care professional are also included. Skills in performing vital signs, first aid, body mechanics, gloving, and proper hand washing technique will be taught.

**HSA 2500 Introduction to Risk Management 3 cc**

**SP – AAS only.** This is an introductory course in the assessment and control of risk within health-care facilities. Included in the course are analysis of possibilities of liability, methods to reduce risk of liability, and methods to transfer risk to others.

**HSA 3113 Healthcare Trends and Issues 3 cc**

**TBA –** This course presents significant health care issues and developing trends. Content may differ each time in order to be current with changing events of varying importance, such as aging, coping with dying, the role in healthcare of women and minorities, and patient privacy issues.

**HSA 4160 Healthcare Marketing 3 cc**

**TBA –** A comprehensive overview of marketing strategies and technologies that might effectuate productive network systems. The primary focus will be on processes within the health care system from an administrative perspective.

**HSA 4191 Health Information Systems 3 cc**  
**TBA** – Examination of health information systems with focus on analysis of applications for information systems in the health care delivery system. Emphasis will be placed upon skills necessary to employ the methods used to evaluate a variety of types of information systems applications in a health care setting.

**HSA 4383 Quality Management in Healthcare 3 cc**  
**TBA** – This course is a study of healthcare quality management concepts, tools, and techniques, with an emphasis on the application of management theory to healthcare products and services.

**HSA 4502 Healthcare Risk Management 3 cc**  
**TBA** – This course explores risk management and its specific applications to the health services field. Focus: Insurance, quality assurance, dispute resolution, clinical records, and management.

**HSC 0005 Orientation to the Health Sciences 1 vc**  
**FA, SP, SU – Prerequisite:** Acceptance into the program or permission of the instructor. The purpose of this course is to introduce the student to the health care delivery system and provide an overview of the role and responsibility of members of the health care team. Common illnesses will be discussed with a focus on prevention of disease and promotion of wellness. Legal/ethical issues, basic medical terminology, infection control, and the personal and professional characteristics of the successful health care professional are also included. Skills in performing vital signs, first aid, body mechanism, gloving, and proper hand washing technique will be taught.

**HSC 0591 AIDS/OSHA for Health Professionals 1 vc**  
**FA, SP, SU –** A study of Human Immunodeficiency Virus (HIV), Acquired Immune Deficiency Syndrome (AIDS), and OSHA standards for blood borne pathogens, Domestic Violence education and medical errors for the health professional. This course satisfies the minimum HIV/AIDS education requirements including transmission, infection control, prevention, general treatment, legal aspects, confidentiality, testing and attitudes. Within this course, requirements are met for OSHA standards for universal precautions, PPE, microbiological practices, Hepatitis B vaccination, post exposure evaluation/follow-up and hazard communication in working with blood borne pathogens. Domestic violence and medical errors are included.

**HSC 1531 Medical Terminology 3 cc**  
**FA, SP – AAS only.** The study of medical terminology as the language of medicine including the study of prefixes, suffixes, word roots, with emphasis on spelling, pronunciation, definition, and usage.

**HSC 1590 AIDS/OSHA for Health Professionals 1 cc**  
**FA, SP, SU – AAS only.** A study of Human Immunodeficiency Virus (HIV), Acquired Immune Deficiency Syndrome (AIDS), and OSHA standards for blood borne pathogens, Domestic Violence education and medical errors for the health professional. This course satisfies the minimum HIV/AIDS education requirements including transmission, infection control, prevention, general treatment, legal aspects, confidentiality, testing and attitudes. Within this course, requirements are met for OSHA standards for universal precautions, PPE, microbiological practices, Hepatitis B vaccination, post exposure evaluation/follow-up and hazard communication in working with blood borne pathogens. Domestic violence and medical errors are included.

**HSC 2100 Personal and Community Health 3 cc**  
**FA, SP** – This course includes information and principles for protection and promotion of individual and public health. Emphasis is given to mental health, parenthood, nutrition, disease prevention, and community organization for maintaining and improving health in society. Meets **AA** General Education Category IV.

**HSC 2400 First Aid and Injuries 3 cc**  
**FA, SP – Lab Fee.** This course includes standards and accepted principles of first aid, discussion and laboratory practices in dressings and bandages, wounds and their care, rescue breathing and CPR, poisonings, fractures, burns, and transportation of the injured. The course includes the American Red Cross first aid course. Upon successful completion of all tests, students will be certified in CPR and Basic First Aid.

**HSC 2402 Managing Medical Emergencies 3 cc**  
**SP** – A course designed to instruct human service providers, such as special educators and mental health professionals, in anticipating and controlling student/client medical/behavioral emergencies in agency and/or school settings. Skills in medical first aid, CPR, and non-violent crisis intervention will be taught. Meets American Red Cross certification requirement for Community First Aid and Safety and Crisis Prevention Institute certification for non-violent crisis intervention.

**HSC 2550 Pathophysiology 4 cc**  
**FA, SP – AAS only. Prerequisite:** HSC 1531. A study of the nature, cause, and treatment of specific disease entities. Basic understanding of the body's defense mechanism and modalities to treat disease.

**HSC 2641 Health Care Law 3 cc**  
**SP** – An introduction to health-care law. Covers the legal aspects of the delivery of health care in various settings. Includes an introduction to the American legal system, the liabilities of health-care organizations and health care professionals, patient rights and responsibilities, labor relations, and insurance, among other topics.

**HUM 2210 Humanities in the Ancient World 3 cc**  
**FA, SP, SU – Prerequisite:** Test score requirement the same as ENC 1101. An integrated approach to the humanities which examines philosophy and the arts in terms of their relationships, rather than as separate activities. The emphasis throughout will be on the ways in which a shared cultural outlook gives meaning to human experience and is, in turn, expressed through works of art. This course considers the achievements of Greece, Rome, and the Middle Ages, treating them chronologically in order to provide a sense of change and development in succeeding epochs. There will be lectures, correlated readings and illustrations of representative works from each period studied. **Meets AA general education Category V. A writing emphasis course.**

**HUM 2230 Humanities in the Modern World 3 cc**  
**FA, SP, SU – Prerequisite:** Test score requirement the same as ENC 1101. An integrated approach to the humanities which examines philosophy and the arts in terms of their relationships, rather than as separate activities. The emphasis throughout will be on the ways in which a shared cultural outlook gives meaning to human experience and is, in turn, expressed through works of art. This course considers the achievements of the Renaissance, the Modern Era, and the Post-Modern Era, treating them chronologically in order to provide a sense of change and development in succeeding epochs. There will be lectures, correlated readings and illustrations or representative works from each period studied. **Meets AA general education Category V. A writing emphasis course.**

**HUM 2454 African-American Humanities 3 cc**  
**FA, SP, SU – Prerequisite:** Test score requirement the same as ENC 1101. The course will examine the impact that the Atlantic slave trade has had on the new world. It will trace Western African Culture and how it "re-appears" in the Caribbean, Latin America and North America. The course will examine the history, music, literature and art of these places as well. **Meets AA general education Category V. A writing emphasis course.**

**HUM 2740 Humanities Travel** 3 cc  
**SU – Prerequisite:** Test score requirement the same as ENC 1101. Each offering is specially designed to expose the student to the culture of other countries. The exact itinerary and experience is determined by the faculty member in charge. Inquiries should be made to the appropriate department head.

**Meets AA general education Category V. A writing emphasis course.**

**HUN 1201 Elements of Nutrition** 3 cc  
**FA, SP, SU –** A biochemical and physiological approach to the study of nutrition which includes ingestion, digestion, absorption, metabolic pathways, nutrient data bases of foods, and the factors influencing the selection of foods and the good nutritional status. **Meets AA general education Category VI.**

**HUN 1201L Elements of Nutrition Laboratory** 1 cc  
**FA, SP, SU – Lab Fee. Corequisite:** HUN 1201. A laboratory course to accompany HUN 1201. The course will cover various topics including measurements in metric and English systems, macromolecules, chemistry of digestion, anatomy of digestive system, and aesthetics. **Meets AA general education Category VI.**

**HUS 2400 Drugs and Behavior** 3 cc  
**FA, SP –** "Addiction" is often, incorrectly, equated with physical dependence. In this course, we will come to understand "addiction" in terms of its defining patterns of behavior; and examine the effects of addiction on family dynamics and society. The different classes of drugs will be discussed. Also, the scope of the problem of chemical dependence and possibilities for intervention and treatment will be examined.

**IDH 2109 Summer Study at Cambridge University** 6 cc  
**SU – Prerequisites:** Test score requirement the same as ENC 1101, completion of nine credits of core courses in the Honors Program. This is an interdisciplinary humanities course that students will take at Cambridge University International Summer School in England. Students will choose two courses in literature, art, music, theater, international relations, or cultural studies. In addition, they will attend daily plenary lectures given by various international scholars. Specific course outlines are available for every course that students will take in the International summer School. **Meets AA general education Category V. A writing emphasis course.**

**INR 2002 Introduction to International Relations** 3 cc  
**SP – Prerequisite:** Test score requirement the same as ENC 1101. The student who successfully completes this course will develop a framework for the logical analysis of international politics. By combining the study of -historical events of international importance and the study of various theories of international behavior, the student will develop an ability to evaluate and comprehend current world events. This course will address: the structure of the nation-state system; the motivations, interests and interactions of the various actors; the cultural and structural effects on decision-making and crises management; and, the various ways in which we can think about international relations. The student should gain a better appreciation for and a deeper comprehension of the variety and complexity of the behavior of states and the system which governs international relations today. **Meets AA general education Category IV. A writing emphasis course.**

**INT 2000 Fundamentals of Interpreting** 3 cc  
**SP, SU – Prerequisite:** ASL 2160C or permission of department. An introduction to the basic theories, principles and practices of interpreting. This course will address the history of the interpreting profession, interpreters' roles and responsibilities, and local/national organizations for interpreters. It is appropriate for beginning interpreters, advanced sign language students, and professionals who work with deaf people.

**IPM 1011 Pests and Pest Control** 2 cc  
**TBA – AAS only. Corequisite:** IPM 1011L. This course is designed to provide information on identification and control of plant diseases, insects and weeds in woody ornamentals. Information on fungicides, bactericides, insecticides, nematocides, herbicides, EPA regulations and training for state licensing will be included.

**IPM 1011L Pests and Pest Control Laboratory** 1 cc  
**TBA – Lab Fee. AAS only. Corequisite:** IPM 1011. A course designed to provide experience in recognition, identification and control of plant pests. Study and use of equipment and chemicals for their prevention and control. Students are expected to participate in use of chemicals and spray equipment. Occasional field trips are required.

**ISM 4013 Management Information Systems** 3 cc  
**TBA –** This course addresses key technology management issues as they are applied to information resources management (IRM) for information centers and information services. The course will include fundamentals of networking and telecommunications covering LAN's to "Information Superhighways." The course also includes introduction to voice, data and video traffic requirements and covers techniques for management of communication resources and services and information to oversee the network administration and network system management.

**JOU 1100 Reporting I** 3 cc  
**FA – Prerequisite:** Test score requirement the same as ENC 1101. Teaches news writing and touches on some other kinds of journalistic articles such as feature stories and press releases. With exercises and real assignments for eCorsair.com, students gain experiences gathering news, interviewing, writing and editing. **A writing emphasis course.**

**JOU 1303 Feature Article Writing** 3 cc  
**SP – Prerequisite:** Test score requirement the same as ENC 1101. Covers the writing of articles that are not straight news or opinion pieces. Human interest stories, personality profiles, and news backgrounders are among types studied. Students select their own topics, gather information, and write several articles for print and online publication. Skills taught include fact gathering, interviewing, and querying of editors. **A writing emphasis course.**

**JOU 1400 College Publications** 1 cc  
**FA, SP – Prerequisite:** Test score requirement the same as ENC 1101. Introduces the student to the practical world of print and online journalism. The course surveys news and feature writing, headline writing, and legal concerns (libel, privacy). **A writing emphasis course.**

**JOU 2941 Journalism Practicum** 1 cc  
**TBA –** Internship with an area publication or agency. Student works in the newsroom and is supervised by editors. The publication (or agency), the college, and the student arrange work schedules.

**LAT 1120 Beginning Latin I** 4 cc  
**FA –** This course will introduce the student to the fundamentals of Latin grammar and vocabulary, and enable the student to translate fairly simple Latin passages. If you have had two consecutive years of Latin in high school, it is strongly advised you begin in LAT 1121.

**LAT 1121 Beginning Latin II** 4 cc  
**SP – Prerequisite:** LAT 1120. Not for beginners. This course will provide the student with an introduction to Roman and Greek writers via Latin translations of their works. It will also provide the student with an in-depth look at the culture and history of the classical world. If you have had two consecutive years of Latin in high school, it is strongly advised you begin in LAT 1121. **Meets AA general education Category V.**

**LDE 2000C Landscape Design** 3 cc  
**TBA – AAS only. Lab Fee.** Students practice analysis of landscape design, emphasizing residential and commercial properties.



**LEI 1141****Introduction to Recreation and Leisure Services 3 cc**

**FA** – An exploratory course primarily designed to serve those students curious about or committed to Leisure Services as a major. Considers historical and philosophical foundations and interpretations of the meaning of leisure as well as a practical examination of status and crucial issues. Served well also are students seeking a personal perspective on the value and place of leisure in their lives.

**LEI 1541 Outdoor Recreation Management 3 cc**

**SP, SU** – An orientation and participation course designed for those students who plan to pursue a career in Recreation and Leisure Services. Course includes outdoor activity planning, conservation, nature activities, safety and hazard procedures and outdoor facility management. Field observation is included as a part of the course.

**LEI 2730 Adaptive/Therapeutic Recreation 3 cc**

**FA** – This course is designed to develop the beginning-level knowledge and skills of students who aspire to meet individual needs in sport, recreation or rehabilitation settings. It covers the rapidly expanding knowledge base of adaptive physical activity as a profession.

**LIN 1670C****Traditional English Grammar and Composition 3 cc**

**FA, SP, SU** – **Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or ENC 0025. A comprehensive course including grammar, usage, and mechanics; basic sentence structure; and effective writing strategies. **Course satisfies AAS general education requirement for Category I. LIN 1670C is useful as a college elective for AA and AS students.**

**LIS 1004 Introduction to Internet Research 1 cc**

**FA, SP, SU** – **Lab Fee.** This course provides an introduction to Internet search concepts and vocabulary. Emphasis is on using a variety of search terms and techniques employed in library research to access information sites on the Internet. Lessons cover history of the Internet; electronic communication; research strategies covering topic decision making using a variety of search statements, refining searches using Boolean terms, phrase, proximity, truncation and field searching; web search tools; evaluating websites and documentation of websites using Modern Language Association (MLA) standards. **Meets AA, AS and AAS computer competence requirements.**

**LIT 2090 Contemporary Literature 3 cc**

**FA, SP, SU** – **Prerequisite:** ENC 1102 with a grade of "C" or better. Selected literature of the mid-to-late twentieth and early twenty-first centuries. **Meets AA general education Category II. A writing emphasis course.**

**LIT 2110 World Literature to 1650 3 cc**

**TBA** – **Prerequisite:** ENC 1102 with a grade of "C" or better. Selected literature from the classical period, the Middle Ages, and the Renaissance. **Meets AA general education Category II. A writing emphasis course.**

**LIT 2120 World Literature from 1650 3 cc**

**TBA** – **Prerequisite:** ENC 1102 with a grade of "C" or better. Selected literature from the Age of Enlightenment to the beginning of the twentieth century. **Meets AA general education Category II. A writing emphasis course.**

**LIT 2933 Special Topics in Literature 3 cc**

**TBA** – **Prerequisite:** ENC 1102. A course designed to allow flexibility in presenting a variety of topics in literature, such as Southern Literature, Science Fiction, and Children's Literature. **A writing emphasis course.**

**MAC 1105 College Algebra 3 cc**

**FA, SP, SU** – **Prerequisite:** Appropriate scores on Florida Entry-Level Placement Exam or completion of MAT 1033 with a grade of "C" or better. This course covers the following topics: functions and functional notation; domains and ranges of functions; graphs of functions and relations; operations on functions; inverse functions; linear, quadratic, and rational functions; absolute value and radical functions; exponential and logarithmic properties, functions, and equations; systems of equations and inequalities, applications (such as curve fitting, modeling, optimization, exponential and logarithmic growth and decay.) **Meets AA general education Category III.**

**MAC 1114 Plane Trigonometry 3 cc**

**FA, SP, SU** – **Prerequisite:** Completion of MAC 1105 with a grade of "C" or better or permission of the instructor. This is a basic course designed to prepare the student for more advanced mathematics. The course treats both circular and trigonometric functions. Topics covered include fundamental concepts, identities, graphs of the functions, the inverse functions and their graphs, application to right and oblique triangles, trigonometric equations, vectors, and complex numbers. **Meets AA general education Category III.**

**MAC 1140 Precalculus Algebra 3 cc**

**FA, SP, SU** – **Prerequisite:** Completion of MAC 1105 with a grade of "C" or better. This course furthers the preparation of students in important areas such as graphing techniques, algebraic functions, and transcendental functions. Special emphasis is given to the algebra needed in calculus. Calculators are used to contribute to the goals of the course. **Meets AA general education Category III.**

**MAC 1147 Precalculus Algebra/Trigonometry 4 cc**

**FA, SP, SU** – **Prerequisites:** Completion of MAC 1105 with a grade of "C" or better and high school trigonometry; by permission of department head only. This course furthers the preparation of students in important areas such as graphing techniques, algebraic functions, trigonometry functions and transcendental functions. Special emphasis is given to the algebra needed in calculus. Calculators are used to contribute to the goals of the course. A background in Trig. is essential. Enrollment by permission only. **Meets AA general education Category III.**

**MAC 2233 Calculus with Business Applications I 3 cc**

**FA, SP, SU** – **Prerequisite:** Completion of MAC 1105 with a grade of "C" or better. Designed for the business major. Topics include graphing techniques, differential calculus, exponential and logarithmic functions; with applications to supply and demand curves, cost functions, revenue and profit functions, market equilibrium, taxation, and elasticity. **Meets AA general education Category III.**

**MAC 2234 Calculus with Business Applications II 3 cc**

**TBA** – **Prerequisite:** Completion of MAC 2233, with a grade of "C" or better. Designed for the business major. Integral calculus, techniques of integration, multivariable calculus, differential equations, sequences and series, systems of equations, matrices, linear programming, with applications to business, economics, geometry, the social and physical sciences. **Meets AA general education Category III.**

**MAC 2311 Analytic Geometry and Calculus I 4 cc**

**FA, SP, SU** – **Prerequisites:** Completion of MAC 1114 and MAC 1140; or MAC 1147 with a grade of "C" or better. This course consists of elements of plane analytic geometry, differentiation of algebraic and transcendental functions, integration techniques of algebraic and trigonometric functions, and related applications. **Meets AA general education Category III.**

- MAC 2312 Analytic Geometry and Calculus II** 4 cc  
**FA, SP, SU – Prerequisite:** Completion of MAC 2311 with a grade of "C" or better. A course including differentiation and integration of the trigonometric, logarithmic, and exponential functions; integration by algebraic and trigonometric substitutions, partial fractions, and parts, vectors, polar coordinates, and an introduction to series and sequences.  
**Meets AA general education Category III.**
- MAC 2313 Analytic Geometry and Calculus III** 4 cc  
**FA, SP, SU – Prerequisite:** Completion of MAC 2312 with a grade of "C" or better. This course includes a study of vectors, solid analytic geometry, infinite series, partial differentiation, multiple integrals, and integration in 3-dimensional space.  
**Meets AA general education Category III.**
- MAN 2021 Principles of Management** 3 cc  
**FA, SP, SU –** The basic principles of planning, organizing, and controlling operations in the process of management. Emphasis is directed toward the development on the part of the student of soundly coordinated managerial philosophy.
- MAN 3063 Professional Ethics and Values** 3 cc  
**FA, SP –** Personal, organizational, societal values and ethics in our society. Topics covered include exploration of individual ethics, values, and goals; the study of ethical behavior within organizations as it influences people, products, and work environment; exploration of values, ethics, beliefs upon which a free market system of production exchange is built; exploration of individual roles as well as appropriate roles of organizations; government in society.
- MAN 3240 Organizational Behavior** 3 cc  
**FA, SP –** Individual group, and organizational issues that affect and shape businesses. Topics include: individual differences, motivation, communications, decision making, leadership.
- MAN 3303 Leadership & Management Practices** 3 cc  
**FA, SP –** This course presents the basic concepts, principles, and techniques of business leadership. Emphasis will be on the student developing a solid leadership foundation while centering them in the real themes, demands, and opportunities of an evolving and dynamic business workplace. This course will incorporate basic leadership skill development as it relates to the core aspects of the management practice.
- MAN 3503 Managerial Risk Analysis and Decision Making** 3 cc  
**TBA –** This course concentrates on practical decision problems for the manager in an organization. Topics include decision-making theory, linear programming and extensions, Markov Chains, queuing, simulation, and decision support systems. Use of computer packages.
- MAN 3350 Training & Development** 3 cc  
**TBA –** The study of the various forms of training and development both on and off the job. Major topics include learning theory, the role of personnel, training and development methods and plans, and current issues in the field.
- MAN 3353 Management Theory & Practice** 3 cc  
**FA, SP –** This course covers the development of teams, the management of people and equipment as well as the motivation, empowerment and coaching of employees. The development of processes and procedures, negotiating skills, and conflict management are also covered.
- MAN 3583 Project Management** 3 cc  
**TBA –** This course provides conceptual material on project management techniques appropriate in system/subsystems management. Topics include project management functions, project manager roles and responsibilities, the project life cycle, and conflict resolution, emphasis will be placed on project oversight issues across the various business units and functions.
- MAN 3600 International Business** 3 cc  
**TBA –** An intensive analysis of the process, practice, and theory of international business; financial accounting, marketing, and legal aspects of multinational business operations; governmental assistance to international business; cultural environmental business to include factors such as language, religion, values and attitudes, law, education, politics, technology, and social organization.
- MAN 4113 Managing Diversity** 3 cc  
**TBA –** This course deals with questions, dimensions of style and structure, problems and paradigms of solutions that have come out of management experience of a changing workforce during the past twenty years. Emerging styles of leadership among people of diverse cultural backgrounds will be explored as solutions, not as problems.
- MAN 4162 Customer Relations in Business** 3 cc  
**TBA –** This course examines relationship building for all customers of an organization. The impact of culture and diversity on business relationships, successful negotiation strategies, and promotion of the organization through media relations are discussed.
- MAN 4301 Human Resource Management** 3 cc  
**FA, SP –** A study of personnel management and practices with emphasis on the techniques of recruiting, selecting, transferring, promoting, classifying and training workers.
- MAN 4402 Employment Law & Regulations** 3 cc  
**TBA –** Federal and State regulation of the employment relationship, including Wage and Hour Laws; EEO; Affirmative Action Programs; Employee Benefits; Insurance; Workers' Compensation, Safety, Health, Employee's Personal Rights; Collective Bargaining Legislation.
- MAN 4720 Strategic Management** 3 cc  
**FA, SP –** Students in this course take the view of an organization's general manager. They address how firms use their resources (technology, managerial know-how, employees, capital, etc.) To pursue their goals and adapt to the environment (competition customers, economic/political/sociological conditions, global and domestic markets). Strategic management is about setting priorities for where a firm wants to go and how to get there. Students work to develop managerial skills such as leadership, communication, and data analysis.
- MAP 2302 Differential Equations** 3 cc  
**SP – Prerequisite or Corequisite:** MAC 2313. A course in ordinary differential equations. It includes solutions to first and higher order differential equations, series solutions of linear differential equations, graphical and numerical methods, and an introduction to the La Place Transform. **Meets AA general education Category III.**
- MAR 2011 Marketing** 3 cc  
**FA, SP, SU –** The analysis of the potential target market, the marketing mix in relation to its market, channels of distribution, sales promotion, and marketing management.
- MAT 0018 Developmental Mathematics I** 4 c.p.  
**FA, SP, SU – Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam. This course is designed for students who have little or no algebra background. The major topics in the course are operations with signed numbers, fractions, decimals, ratios and proportions, percents, and geometric figures. The prealgebra topics will include properties of signed numbers, simplifying polynomials, and equation solving. Students must earn a grade of "C" or higher in order to advance to the next higher mathematics course which is MAT 0028.

**MAT0028 Developmental Mathematics II** **4 c.p.**  
**FA, SP, SU – Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or MAT0018. This course is designed for students who have had some previous algebra instruction and it will provide the algebra skills needed for success in MAT1033. The major topics in the course are signed numbers, algebraic expressions, exponents, polynomials, factoring polynomials, linear and quadratic equations, rational and radical expressions, and an introduction to graphing. Students must earn a grade of "C" or higher in order to advance to the next higher mathematics course which is MAT1033.

**MAT 1033 Intermediate Algebra** **3 cc**  
**FA, SP, SU – Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or completion of MAT 0028 with a grade of "C" or better. This course covers the following topics: factoring, algebraic fractions, radicals and rational exponents, complex numbers, quadratic equations, rational equations, linear equations, and inequalities in two variables and their graphs, systems of linear equations and inequalities introduction to functions, and applications of the above topics.

**MCB 1000 Applied Microbiology** **3 cc**  
**FA, SP, SU – Corequisite:** MCB 1000L. This course consists of the study of the characteristics and activities of microorganisms; survey of microbial groups with emphasis on pathogenic forms; theories of destruction, removal and inhibition of microorganisms; relationships between infection, immunity, and allergy. While the course is recommended for student nurses and dental hygienists, students in other programs will be admitted.

**MCB 1000C Applied Microbiology** **4 cc**  
**FA, SP, SU – Lab Fee.** This course consists of the study of the characteristics and activities of microorganisms; survey of microbial groups with emphasis on pathogenic forms; theories of destruction, removal and inhibition of microorganisms; relationships between infection, immunity and allergy. While the course is recommended for student nurses and dental hygienists, students in other programs will be admitted. In laboratory, students will learn aseptic techniques, culture of microorganism and use a variety of microorganic and metabolic tests to identify organisms.

**MCB 1000L Applied Microbiology Laboratory** **1 cc**  
**FA, SP, SU – Lab Fee. Corequisite:** MCB 1000. Laboratory course to complement MCB 1000. In laboratory, students will learn aseptic techniques, culture of microorganisms, and use a variety of microorganic and metabolic tests to identify organisms.

**MCB 2010 General Microbiology** **2 cc**  
**TBA – Prerequisites:** BSC 2010, CHM 1045. **Corequisite:** MCB 2010L. A study of the taxonomy, morphology, and -physiology of bacteria and related organisms, with a brief introduction to pathology, immunology, and food microbiology. Recommended for majors and students in certain four-year medically related programs.

**MCB 2010L General Microbiology Laboratory** **2 cc**  
**SP – Lab Fee. Corequisite:** MCB 2010. A laboratory course designed to accompany MCB 2010. Laboratory work includes stains and techniques used to culture and identify microorganisms, techniques in biotechnology and studies in pathogenesis and disease transmission.

**MEA 0200C Medical Assisting**  
**Theory and Practice II** **3 vc**  
**SP – Lab Fee. Prerequisite:** MEA 0222C. This course teaches operation and maintenance of clinical equipment for patient examination and treatment. The learner will practice a variety of skills necessary in assisting the physician in providing patient care. Ethical and theoretical principles will be presented insuring quality and safe practice.

**MEA 0201C Medical Assisting**  
**Theory and Practice III** **3 vc**  
**SU – Lab Fee. Prerequisite:** MEA 0200C. Corequisite: MEA 0960. This course is designed to provide a comprehensive review of all clinical, administrative, and transdisciplinary skills in the Medical Assisting program. Students will be prepared to sit for the Certified Medical Assisting (CMA) examination in addition to being ready for the medical assisting externship course (MEA 0801L).

**MEA 0222C Medical Assisting**  
**Theory and Practice I** **3 vc**  
**FA – Lab Fee. Corequisites:** BSC 0070, MEA 0230. This course introduces the students to the basic principles of clinical practice in the physician's office. Includes aseptic technique, maintaining of the clinical setting, and principles of psychology.

**MEA 0230 Medical Terminology with Anatomy and Physiology** **3 vc**  
**FA –** This course gives the student a thorough working - knowledge of anatomy and physiology of the human body in health and disease on which the terms are based. Medical terms are analyzed in detail as to the meaning of their component parts. Pronouncing, spelling, and defining are emphasized. The names and locations of body structures and the functions of each structure are correlated with the terms. A basic understanding of the etiology, symptomatology, diagnosis, and treatment of disease is included.

**MEA 0232 Pharmacology Terminology** **3 vc**  
**SP – Prerequisites:** BSC 0070, MEA 0230. Teaches the student pronunciation, spelling, actions, and side effects of the most commonly prescribed drugs by generic and trade names, and the interpretation of pharmacological terms, abbreviations, and -symbols. The student learns to read and write prescriptions, under the physician's direction and to use current reference works quickly and efficiently. The student learns the basic concepts of drug administration. The course includes an overview of the historical development of pharmacology and drug legislation as it relates to Medical Assisting.

**MEA 0234 Basic Pathophysiology** **3 vc**  
**SP – Prerequisites:** BSC 0070, MEA 0230. The purpose of this course is to expand the student's knowledge of medical information through a comprehensive study of common diseases and disorders encountered in medical facilities. The material is organized by body system (respiratory, digestive, etc.). Causes, signs/symptoms, method(s) of diagnosis and treatment are discussed for each disease.

**MEA 0270C Medical Office Procedures I** **4 vc**  
**FA – Lab Fee. Corequisite:** MEA 0230. This course familiarizes the student with the daily activities encountered in the ambulatory care setting and provides actual practice in skills needed to attain the competencies to perform these entry-level skills. Human relations are emphasized throughout the course.

**MEA 0271 Medical Office Procedures II** **4 vc**  
**SP – Lab Fee. Prerequisite:** MEA 0270C, MEA 0322. This course is a continuation of Medical Office Procedures I. This course continues to familiarize the student with the daily activities encountered in the ambulatory care setting and provides actual practice in skills to attain the needed competencies to perform these entry-level skills. Human relations are emphasized throughout the course.

**MEA 0322 Computers in the Medical Office** **3 vc**  
**FA – Lab Fee.** This course is designed to give the student a working knowledge of basic computer skills as well as software applications designed specifically for the medical office.

**MEA 0334 Medical Insurance and Coding** **2 vc**  
**SP – Lab Fee. Prerequisite:** MEA 0230. This course is designed to provide students with a foundation in billing and collection principles and procedures as well as a working knowledge of coding principles.

- MEA 0540 EKG Aide** **3 vc**  
**TBA – Lab Fee. Corequisites:** HSC0005, MEA0230. This course will discuss a brief history of Electrocardiography, a brief discussion of the cardiovascular system, the role of the EKG Aide, care and use of the Electrographic (EKG) Machine, positioning the patient, electrical hazards, normal EKG pattern, identifying and reporting abnormal EKG patterns, and mounting the EKG.
- MEA 0541 EKG Technician** **10 vc**  
**TBA – Lab Fee. Prerequisites:** HSC0005, MEA0230, MEA0540. This course provides additional knowledge and skills needed to recognize normal and abnormal ECG monitoring and testing results.
- MEA 0801L Medical Assisting Preceptorship** **8 vc**  
**SU – Prerequisite:** MEA 0201C. On-the-job training is designed to give the student work experience in a medical agency or physician's office. The experience allows the student to practice skills learned in the classroom, to build confidence, to adjust to a work environment, and to increase opportunities for employment in a medical field.
- MEA 0960 Medical Assisting Exam Review** **3 vc**  
**SU – Prerequisite:** MEA 0200C. Corequisite: MEA 0201C. This course is designed to provide a comprehensive review of all clinical, administrative, and transdisciplinary skills in the medical assisting program. Students will be prepared to sit for the Certified Medical Assisting (CMA-AAMA) examination in addition to be ready for the medical assisting preceptorship course (MEA 0801L).
- MET 1010 Introduction to Meteorology** **3 cc**  
**TBA –** An introduction to the atmosphere, its structure, composition and processes. Major topics will include atmospheric structure and composition, heating and cooling, temperature, pressure and winds, weather systems and climate. **Meets AA general education Category VII.**
- MGF 1106 Mathematics for Liberal Arts I** **3 cc**  
**FA, SP, SU – Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or completion of MAT 1033 with a grade of "C" or better. This course consists of the following topics: set theory, symbolic logic, introductory combinatorics, probability, descriptive statistics, number theory, linear programming and geometries with applications, history of mathematics, and algebra applications. **Meets AA general education Category III.**
- MGF 1107 Mathematics for Liberal Arts II** **3 cc**  
**FA, SP, SU – Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or completion of MAT 1033 with a grade of "C" or better. This course consists of the following topics: financial mathematics, linear and exponential growth, numbers and number systems, history of mathematics, elementary number theory, voting techniques, graph theory and society. **Meets AA general education Category III.**
- MKA 2511 Advertising** **3 cc**  
**FA, SP – AAS only.** A study of the basic promotional objective, advertising markets, the product to be advertised, media, and the composition of the advertisement.
- MLT 0042C Phlebotomy** **2 vc**  
**FA, SP, SU – Lab Fee.** This course will train participants to obtain blood specimens from adults, children, and neonates by venipuncture or capillary puncture. Skills and concepts taught include the basic job duties of a phlebotomist; communication; basic anatomy and physiology; infection control and safety; and specimen collection.
- MLT 0042L Phlebotomy Clinical** **4 vc**  
**FA, SP, SU – Lab Fee. Prerequisite:** MLT 0042C. This course provides 120 hours of clinical experience in a patient care environment. Students will perform a minimum of 125 successful unaided phlebotomies. Students will be exposed to a variety of patients and a variety of collection techniques, including capillary and skin puncture methods.
- MMC 2000 Survey of Mass Communication** **3 cc**  
**FA, SP –** This course covers the history and development of mass media and how those media affect society. Media covered include the Internet, newspapers, magazines, radio, television, and film along with a study of the impact of advertising and public relations. **Meets AA general education Category IV.**
- MMC 2102 New Media Technologies** **3cc**  
**TBA – Prerequisite:** Test score requirement the same as ENC 1101. This course introduces the student to convergence journalism. Topics include news and feature writing in print and online forms, blogging, podcasting, incorporation of audio and video elements into stories and legal concerns (libel, privacy). A writing emphasis course.
- MMC 2107 New Media Technologies** **1cc**  
**TBA – Prerequisite:-** Test score requirement the same as ENC 1101. This course introduces the student to convergence journalism. Topics include news and feature writing in print and online forms, blogging, podcasting, incorporation of audio and video elements into stories and legal concerns (libel, privacy). **A writing emphasis course.**
- MMC 2212 Media Law** **3 cc**  
**FA –** Media Law is a three-hour course intended to provide a basic understanding of communications law as it has developed and is developing in the United States. It is designed to investigate laws applicable to television, internet, radio, printing and other media with a heavy emphasis on First Amendment law, its interpretations and applications. Media Law deals with some of the important issues confronting the mass media, such as freedom of the press, libel, privacy, obscenity and indecency, protection of intellectual property, copyright and media contract writing.
- MNA 1161 Customer Service** **3 cc**  
**FA, SP –** This course is designed to teach and improve the customer service skills and the professionalism of the student. This course teaches customer relations and customer service skills that are applicable to any job position that has contact with customers. Included in the topics of the course are the subjects of communication, customer service, handling complaints and customer relations.
- MNA 1300 Human Resource Management** **3 cc**  
**FA, SU –** This course presents the functions of a personnel manager, the philosophy of general management, organizational structure, employee socio-economic climate and career job finding information. Included are job descriptions and specifications, recruiting practices, correspondence for job application, resumes, interviewing, placement, training, performance appraisals, motivational techniques, union-management relations, and wage and salary administration.
- MNA 2100 Human Relations** **3 cc**  
**FA, SP –** This course includes the patterns of human behavior that lead to effective work relationships, an analysis of factors that shape the industrial environment and influence the human relations that develop within this environment, and the application of psychological principles of the business problems of leadership and motivation, productivity and morale, personnel and industrial relations policy.
- MSL 1001 Foundations of Officership** **1 cc**  
**FA –** Introduce freshman level students to issues and competencies that are central to a commissioned officer's responsibilities. These initial lessons establish a framework for understanding officer ship, leadership, and Army values. Additionally, "life skills" including fitness and time management are addressed. Designed to give the student accurate insight into the Army profession and the officer's role within the Army.
- MSL 1002 Basic Leadership** **1 cc**  
**SP –** Establishes foundation of basic leadership fundamentals such as problem solving, communications briefings and effective writing, goal setting, techniques for improving listening and speaking skills, and an introduction to counseling.

**MSL 2101 Individual Leadership Studies 2 cc**  
**FA** – Course is designed to develop cadet's knowledge of self, self confidence, and individual leadership skills. Cadets develop problem solving and critical thinking skills and apply communication, feedback and conflict resolution skills through experiential learning activities.

**MSL 2102 Leadership and Teamwork 2 cc**  
**SP** – Study examines how to build successful teams, various methods for influencing action, effective communication in setting and achieving goals, the importance of timing the decision, creativity in the problem solving process, and obtaining team buy-in through immediate feedback.

**MSS 0001 Introduction to Massage Therapy 2 vc**  
**FA, SP** – This course teaches the student the theories and principles of therapeutic massage including the effects, benefits, indications, and contraindications, the history of massage, creating the therapeutic massage environment, the future of massage therapy in the evolving health care system, state of Florida laws and rules pertaining to massage therapist. (Florida Statue 480.455 and rule 64B7, F.A.C.), educational and licensing requirements, professional ethics, equipment and products, sanitary and safety practices, draping techniques, client/patient consultation, record keeping, charting, therapist body mechanics, conditioning, strengthening, flexibility, human relationship skills, and leadership.

**MSS 0156 Overview of Anatomy and Physiology for Massage Therapists 2 vc**  
**TBA** – This course is an overview of the structures and functions of the human body systems. It will provide foundational knowledge for the theory and practice of therapeutic massage. Included in the course will be pathology, contraindications, and indications that related to massage therapy body work.

**MSS 0160C Massage Therapy Muscle Anatomy and Kinesiology 3 vc**  
**FA, SP** – This course places emphasis on learning the skeletal and muscular anatomy of the human body. Students will learn skeletal and muscle anatomy and kinesiology and medical terminology as applicable to massage therapy.

**MSS 0215 Legal and Ethical Compliance to Florida Law 1 vc**  
**TBA** – This course will discuss the practice of good business ethics, Florida Law and medical errors and will offer an introduction to Nutrition. This course will present a logical sequence of the necessary steps for practical judgment of ethical behavior in the operations of a small business. The course also will provide knowledge of a safe medical environment.

**MSS 0253C Massage Therapy I 3 vc**  
**FA, SP – Lab Fee.** This course teaches the student to - demonstrate the principles of Swedish table massage, chair - massage, and Chinese medicine and massage. Included in this course is sequence and flow of basic massage, proper therapist body mechanics, proper use of equipment and supplies, creating the therapeutic massage environment, client positioning and draping techniques, conditioning, strengthening and flexibility, and indications and contraindications. Principles and theories are applied in the clinical environment.

**MSS 0254C Massage Therapy II 2 vc**  
**TBA – Prerequisite:** MSS 0253C or permission of instructor. This course teaches students the second phase of the theories and principles of Swedish table massage and chair massage. Included in this course is sequence and flow of basic massage, proper therapist body mechanics, proper use of equipment and supplies, creating a therapeutic massage environment, client positioning and draping techniques, conditioning, strengthening and flexibility and indications and contraindications. The principles and theories are applied in the clinical environment.

**MSS 0260 Massage Therapy III 4 vc**  
**SP, SU – Prerequisite:** permission of instructor. This course teaches the student principles, theories and demonstration of the following advanced table and chair massage modalities: Deep Connective Tissue, Myofascial Release, Trigger Point Therapy/Neuro-muscular Therapy, Sports Massage, Hydrotherapy, Active Isolated Stretching, and various other stretching techniques.

**MSS 0260L Massage Therapy III Clinic 3 vc**  
**SP, SU – Prerequisite:** MSS 0254C. This course applies the principles and theories of Introduction to Massage Therapy and Massage Therapy I and builds upon the principles and theories of Massage Therapy II in the clinical environment.

**MSS 0272 Medical Massage 1 vc**  
**TBA – Prerequisites:** MSS 0253C, MSS 0254C. The purpose of this course is to introduce the student to the health care delivery system and provide an overview of the role and responsibility of members of a health care team, with a focus on medical massage assessment and treatment protocols. This course, which is intended as a general overview of pathology for Massage Therapy and Allied Health students, will cover the most basic concepts and terminology of health and disease. Students will acquire knowledge of different disorders, focus on the assessment of orthopedic conditions and structure, nature, causes, diagnostic procedures, and treatment of the most common diseases of selected human body systems.

**MSS 0300 Hydrotherapy, Spa Theory & Techniques 1 vc**  
**TBA – Lab Fee.** This course teaches the student the theories and principles of hydrotherapy and spa training. The course teaches contraindications and indications of cold and heat applications and the use of ultra-sound and galvanic stimulation, as well as the application of spa therapies and the contraindications and indications of these treatments. The course will include an overview of current trends in spa therapy and the study of paraffin baths, salt scrubs, mud treatments, aromatherapy and heliotherapy, hot stone therapy and herbal facial massage application. Various spa applications also will be covered.

**MSS 0602 Massage Therapy Entrepreneurship 1vc**  
**TBA** – This is a basic course in entrepreneurship. The course teaches the student the formation, planning management, and operation of a small business. This course will present a logical sequence of the necessary steps for either starting a new business or strengthening and continuing an existing business. Basic principles of finance, marketing, business law, accounting, and management will be presented within the context of the small business. The course also will include insurance billings and networking.

**MSS 0960L National Board Prep 1 v. c.**  
**TBA – Prerequisite:** MSS 0260L or permission of instructor. This course is designed to review pertinent areas in massage therapy in order to prepare the student for the National Board examination for licensure. This review course focuses on both theory and practical examination questions and provides the student with practice test in evaluating and answering situational problems.

**MTB 1310 Applied Mathematics 3 cc**  
**TBA – AAS only. Prerequisite:** Completion of MAT 0028 with a grade of "C" or better. This course emphasizes elementary algebra based applications in business and technical areas. Topics include: metric system, measurement, algebra, ratio and proportion, exponents and logarithmic, descriptive statistics, applications and problem solving, and hands-on use of calculator.

- MUH 2011 Music Appreciation** **3 cc**  
**FA, SP, SU** – No previous musical experience necessary. A course for the inexperienced music listener in which the emphasis is on listening. A survey of music from the beginning to the present, introducing the student to various types of music through the use of recordings and video. **Meets AA general education Category V.**
- MUH 2110 Introduction to Music History** **3 cc**  
**FA, SP – Prerequisite:** Test score requirement the same as ENC 1101. This course is a survey of music literature from the Middle Ages to the present. Emphasis is placed on musical forms and performing mediums for Western heritage and their development through the ages. **Meets AA general education Category V. A writing emphasis course.**
- MUN 1120C Band** **1 cc**  
**FA, SP – Prerequisite:** Permission of band director. Open to all qualified instrumental students enrolled in the college. The credit received for participation, however, is in addition to the normal academic load. Required for all wind and percussion music majors unless otherwise specified by the director. This course may be repeated three times for credit.
- MUN 1180C Pensacola Civic Band** **1 cc**  
**FA, SP, SU – Prerequisite:** Permission of band director. Open to all qualified wind and percussion players who may also be members of MUN 1120C (other interested students should see the instructor prior to registering). This course may be repeated once for credit.
- MUN 1310C Concert Chorale** **1 cc**  
**FA, SP** – The Pensacola State College Concert Chorale is a mixed voice (SATB) chorus presenting concert performances of choral masterworks. A wide variety of musical styles centered around the classical repertoire and including popular, ethnic and theatre works performed a capella, with keyboard and orchestra provides a well rounded musical experience for the choral student.
- MUN 1380C Choral Society** **1 cc**  
**FA, SP** – A community organization devoted to the performance of major choral works. This course may be repeated once for credit by audition only.
- MUN 1410C String Ensemble** **1 cc**  
**FA, SP** – An approach to ensemble singing or playing is available in several applied music areas. Course is open to all students with the permission of the instructor. Composition of the organization is dependent upon available talent. This course may be repeated three times for credit.
- MUN 1420C – MUN 1480C Music Ensemble** **1 cc**  
**FA, SP – Prerequisite:** Permission of instructor. An approach to ensemble singing or playing is available in several applied music areas. Course is open to all students with the permission of the instructor. Composition of the organization is dependent upon available talent. This course may be repeated once for credit.
- MUN 1450C Piano Ensemble** **1 cc**  
**FA, SP – Prerequisite:** Permission of instructor. An approach to ensemble singing or playing is available in several applied music areas. Course is open to all students with the permission of the instructor. Composition of the organization is dependent upon available talent. This course may be repeated three times for credit.
- MUN 1710C Jazz Ensemble** **1 cc**  
**FA, SP – Prerequisite:** Permission of instructor. An approach to ensemble singing or playing is available in several applied music areas. Course is open to all students with the permission of the instructor. Composition of the organization is dependent upon available talent. To repeat for credit, see the Performing Arts department head.
- MUN 1720C Jazz Choir** **1 cc**  
**FA, SP – Corequisite:** MUN 1310C. A select ensemble of 12-16 of the finest student singers; open to all student singers in the a capella chamber choir repertoire with an emphasis on jazz "tight-harmony" arrangements, Broadway and doo-wop.
- MUS 1201 Vocal Diction** **3 cc**  
**TBA** - This course is a study in the correct manner of singing primarily Italian lyric diction. Students are introduced to the International Phonetic Alphabet as a means for studying the language. The course is designed to be taken by voice students who are concurrently enrolled in applied voice.
- MUS 1360 Music and Computer** **3 cc**  
**FA, SP, SU – Lab Fee. Prerequisite:** MUT 1001 or student must understand music. A course to introduce music students to the abilities of the computer and of MIDI with primary emphasis on entering, performing, and printing music through the program FINALE. Students will also be introduced to tutorials, databases, word processing, and the Internet. **Meets AA computer competence requirement.**
- MUT 1001 Fundamentals of Music** **3 cc**  
**FA, SP, SU** – For students who wish to learn the mechanics of music but who have little or no background. Presentation of basic principles of music notation, rhythm, scales, key signatures, and terminology. Also a preparation course for students who wish to major in music.
- MUT 1121 Integrated Music Theory I** **3 cc**  
**FA – Prerequisite:** MUT 1001 or passing score on departmental music fundamentals test, or permission of department head. The fundamentals of musicianship approached through visual and aural analysis, notation, scales and intervals, and formation of triads, leading to a study of harmony and nonharmonicism. Elementary exercises in reading at sight and writing from dictation.
- MUT 1122 Integrated Music Theory II** **3 cc**  
**SP – Prerequisite:** MUT 1121 or permission of department head. A continuation of MUT 1121. Modulation to closely related keys; chords of the seventh. Further exercises in reading and writing for dictation.
- MUT 2126 Integrated Music Theory III** **3 cc**  
**FA – Prerequisite:** MUT 1122 or permission of department head. A continuation of MUT 1122. A study of modulation to remote keys, binary and ternary form, and formation and use of diminished and diatonic seventh, dominant and ninth, eleventh and thirteenth, and borrowed chords. Advanced problems in sight reading and dictation.
- MUT 2127 Integrated Music Theory IV** **3 cc**  
**SP – Prerequisite:** MUT 2126 or permission of department head. A continuation of MUT 2126. A brief introduction to two part counterpoint instrumentation and modern composition with emphasis on completing the study of composition of the 18th and 19th centuries. Analysis of music of the 19th and 20th centuries. Advanced problems in chromatic, sight reading and dictation.
- MV \_\_, 121 \_\_, 222 \_\_ Applied Music (Principal Instrument) One 1/2 hour lesson a week** **1 cc**  
**FA, SP, SU – Lab Fee.** Private instruction in the student's secondary performing medium. Required for most music majors. See schedule for special fees. Open to music majors or minors. Open to general students if faculty load permits. For further information see department head.
- MV \_\_, 131 \_\_, 232 \_\_ Applied Music (Principal Instrument) Two 1/2 hour lessons a week** **2 cc**  
**FA, SP, SU – Lab Fee.** Private instruction in the student's principal performing medium required of all music majors.
- MV \_\_, 141 \_\_, 242 \_\_ Applied Music (Principal Instrument). Three 1/2 hour lessons a week** **3 cc**  
**FA, SP, SU – Lab Fee.** Applied music for the student who is advanced beyond the normal junior college level of performance.

**MVK 1111C Beginning Class Piano I** **1 cc**  
**FA, SP, SU – Lab Fee.** For beginners in the respective performance area. For further information, see the Performing Arts department head).

**MVK 1112C Beginning Class Piano II** **1 cc**  
**SP – Lab Fee. Prerequisite:** MVK 1111C or permission of the instructor. This is a continuation of MVK 1111C.

**MVK 1800C Beginning Piano for Non-Music Majors** **1 cc**  
**FA, SP – Lab Fee.** This course is designed for the non-music major student who has had no previous musical instruction.

**MVS 1116C Beginning Guitar Class** **1 cc**  
**FA, SP, SU – Lab Fee.** This course is designed for the non-music major student who has had no previous musical instruction.

**NSP 2050L Special Topics in Nursing** **1 cc**  
**TBA – Lab Fee.** This course provides instruction and practice in the basic skills needed to help the student, who has interrupted the program of study, to progress successfully through the associate degree nursing program. Emphasis is placed on concepts and skills needed to provide safe patient care. Specific learning needs will be addressed for each individual student. Special permission from the Director of Nursing is required.

**NSP 2270C Critical Care Nursing** **9cc**  
**TBA – Lab Fee. Prerequisite:** Licensure as a Registered Nurse. This advanced certificate is designed for the registered nurse who has had no previous experience in critical care. At the completion of this course, it is expected that the nurse will be able to practice independently at the beginning level in a high acuity setting. Course content includes knowledge and skills required to provide nursing care to patients with multi-system disorders.

**NSP 2290C Perioperative Nursing** **9 cc**  
**TBA – Lab Fee. Prerequisite:** Licensure as Registered Nurse. The Perioperative Nursing course will provide Registered Nurses with basic knowledge and clinical skills necessary to function independently in an entry level Perioperative Nursing position. Course content includes principles of aseptic technique, patient safety, universal protocol, and the nursing process in the perioperative setting. The course will also address ethical, moral, and legal issues as well as specific considerations for various types of procedures and specialty services in the circulating role.

**NSP 2780L Special Topics in Nursing** **3 cc**  
**TBA - Lab Fee.** This course provides instruction and practice in basic, intermediate and more advanced nursing concepts and skills required to provide safe, competent patient care. Students who have been unsuccessful in completing upper level nursing courses in the RN-AS degree program will receive group and individualized instruction to enhance their understanding of high-level nursing concepts and skills. Licensed Registered Nurses who have not practiced nursing for a period of time can refresh their knowledge, skills and abilities with confidence to reenter the workforce in a primary care provider role.

**NUR 1020C Introduction to Nursing** **8 cc**  
**TBA – Lab Fee. Prerequisite:** Admission to the program. This nursing course introduces the nursing student to client care needs: safe effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity. Client care needs, professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities form the integrated framework for clinical practice in long term and acute care settings.

**NUR 1211C Adult Health Nursing I** **8 cc**  
**TBA – Lab Fee. Prerequisite:** NUR 1020C, NUR 1511. The first of three adult-health nursing courses that focuses on basic care of adults. Client care needs (safe effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity) and professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities form the integrated framework for clinical practice.

**NUR 1511 Mental Health I** **1.0**  
**TBA – Lab Fee. Corequisite:** NUR1020C. This is an introductory course designed for beginning nursing students to develop knowledge and skills with concepts such as: therapeutic environment, therapeutic communication, therapeutic relationships and additional foundations for safe and effective care. Studies will encompass legal and ethical issues of the nurse, including Florida Statutes and the concept of professional boundaries.

**NUR 2003C Career Mobility Nursing Concepts** **4 cc**  
**TBA – Lab Fee. Prerequisites:** Acceptance into Career Mobility Program. This transition course introduces the role of the registered nurse to the LPNs and paramedics. Client care needs (safe effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity) and professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities form the integrated framework for clinical practice.

**NUR 2212C Adult Health Nursing II** **6 cc**  
**TBA – Lab Fee. Prerequisites:** NUR 1211C. The second of three adult-health nursing courses that focuses on care of adults with altered health states in acute care settings. Client care needs (safe effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity) and professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities form the integrated framework for clinical practice.

**NUR 2213C Adult-Health Nursing III** **6 cc**  
**TBA – Lab Fee. Prerequisite:** NUR 2212C, NUR 2440C. **Corequisites:** NUR 2212C, NUR 2440C. The last of three adult-health nursing courses that focuses on basic care of adults in high acuity states. Client care needs (safe effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity) and professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities form the integrated framework for clinical practice.

**NUR 2440C Maternal-Child Health Nursing** **6 cc**  
**TBA – Lab Fee. Prerequisites:** NUR 1211C This maternal-child health nursing course focuses on care of the child and family group during health and altered health states. Client care needs (safe effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity) and professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities form the integrated framework for clinical practice.

**NUR 2523C Mental Health II** **3.0**  
**TBA – Lab Fee. Prerequisite:** NUR2213C. This course focuses on the care of the child, adolescent and adult experiencing acute and chronic psychiatric alterations in health in inpatient and outpatient facilities. Client care needs (safe effective care environment, health promotion and maintenance, psychosocial and physiological integrity) and professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities form the integrated framework for clinical practice.

**NUR 2811L Transitional Practice/Preceptorship** 4 cc  
**TBA-Lab Fee. Prerequisites:** NUR 2523C, NUR 2213C  
**Corequisite:** NUR 2523C Culminating clinical course focused on promoting student transition from student role to graduate professional nurse. Multiple client assignments in acute care settings with RN preceptors assisting faculty in supervision and evaluation of student preceptees. Management of care groups of clients and leadership functions with other health care team members are emphasized. Client care needs (safe effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity) and professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities form the integrated framework for clinical practice.

### **NUR 3065**

**Health Assessment and Physical Appraisal** 4 cc  
**TBA – Lab Fee. Corequisite:** NUR 3119, NUR3955. This course focuses on client assessment, health risks and formation of nursing diagnoses and health teaching. Emphasis is on the process of client interaction and use of appraisal skills in the collection of bio-psychosocial data across the life span. Students will be required to complete a physical assessment component in an on-campus lab setting.

### **NUR 3119 Professional Roles and Dimensions of Nursing Practice** 3 cc

**TBA – Lab Fee. Prerequisite:** NUR3119, NUR3955. Admission to BSN program/Permission only. This course encompasses an introduction to the history, trends, issues, and evolution of the nursing profession. The course includes an overview of selected nursing theorists and professional nursing practice in the changing health care delivery system. Opportunities will be presented that provide for the development of further socialization into the professional role of nursing.

### **NUR 3125 Pathophysiology: A Nursing Perspective** 3 cc

**TBA –Corequisite:** NUR 3119, NUR 3955. This course focuses on cellular alterations in organ systems as they relate to selected disease states that impact the health of people as holistic beings. Special emphasis is on critical thinking and decision making related to these alterations in homeostatic dynamics, their presentation and implications for nursing practice.

### **NUR 3145 Pharmacology in Nursing Practice** 3 cc

**TBA –Corequisite:** NUR 3119, NUR 3955. This course builds on essential concepts and principles of pharmacology as applied in the nursing management of client care. Major concerns in health care include medication errors and medication reconciliation. Improvement in delivery processes to improve safety and quality of care thereby improving client outcomes is the focus of many regulatory agencies. This course will highlight issues in pharmacology and provide the student with basic knowledge for client care and education. This course will specifically address aspects of pharmacology related to the assessment and management of symptoms across the lifespan by providing the student with the in depth knowledge regarding the administration of pharmacologic therapies, the management of physical and psychological symptoms related to disease and treatment, and education related to safe and effective use of pharmacologic agents.

### **NUR 3476 Infection Control in Healthcare Settings** 3 cc

**TBA –Corequisite:** NUR 3119, NUR 3955. This course looks at the importance of infection control in healthcare settings, especially in acute care. Issues and trends related to infectious processes in hospitals is a focus. Strategies to contain infection including the role of healthcare professionals is explored.

### **NUR 3826 Legal and Ethical Aspects of Nursing** 3 cc

**TBA –Corequisite:** NUR 3119, NUR 3955. This course is an assessment of ethical and legal issues confronting nurses and other health care providers in a variety of settings. The course focuses on identification and analysis of legal and ethical concepts and principles underlying the critical thinking process in nursing and health care.

### **NUR 3955 Portfolio I** 3 cc

**TBA – Corequisite:** NUR 3119. This course will introduce the student to the development of an electronic professional portfolio. The course will provide the student the opportunity to assume the responsibility for personal and professional growth as a lifelong learner.

### **NUR 4165 Evidence-Based Nursing Practice** 3 cc

**TBA – Prerequisite:** STA2023. **Corequisite:** NUR3119, NUR3955. This course is an overview of the skills needed to read, understand, evaluate, and use nursing research. This course focuses on research methods and the identification of researchable nursing problems.

### **NUR 4616 Nursing Across the Lifespan** 3 cc

**TBA – Corequisite:** NUR3119, NUR3955. This course focuses on the nurse's role in managing the holistic health care of individuals and families with bio-psychosocial disruptions. Emphasis is on the nursing process and principles from nursing, physical and behavioral sciences to enhance knowledge development necessary for the promotion of client/family well-being throughout the life span.

### **NUR 4636 Nursing in Community Systems** 3 cc

**TBA – Corequisite:** NUR 3119, NUR 3955, NUR 4636L. This course focuses on the holistic nursing role in the community. Emphasis is on concepts and theories related to community health nursing. Special attention is given to the community as client with emphasis on health promotion/disease prevention and teaching of groups in community settings.

### **NUR 4636L Community Systems Practicum** 3 cc

**TBA –Corequisite:** NUR 3119, NUR 3955, NUR 4636. This course offers opportunities to practice the principles and theory of community health nursing in a variety of health care settings. Included are the identification of health care needs of the community as a client, and the nurse's role as a facilitator, teacher, and evaluator in promoting and maintaining health and wellness.

### **NUR 4827 Organizational Behavior in the Healthcare Settings** 3 cc

**TBA – Corequisite:** NUR 3119, NUR 3955. This course provides a foundational understanding of how nurse leaders apply the principles of management, leadership, and administrative processes in both private and public organizations. Focus topics include an emphasis on: organizational change, measuring quality, performance evaluation, effective communication, motivation, relationship development, and collaborative teamwork.

### **NUR 4837 Healthcare Policy and Economics** 3 cc

**TBA –Corequisite:** NUR 3119, NUR 3955. This course will provide the student with a foundation for participating in health policy with organizations and for understanding the economic impact of health planning. Content will include a review of the organization of health care systems, health care financing, economic implications and the role of the provider in policy-making. Emphasis is on the analysis of health policy from a socioeconomic, ideological, political, historical, and technological perspective while integrating clinical management processes and the use of available community fiscal resources.

### **NUR 4889 Leadership and Management** 3 cc

**TBA – Prerequisites:** NUR3119, NUR 3955, NUR4889L. This course includes a focus on theories, concepts, and principles of leading and managing as well as pertinent legal issues faced by nursing leaders and managers. Emphasis will be on the methods to become an effective leader/manager including interpersonal skills needed for effective leadership and management, the different types of organizations delivering health care, outcomes management, and analysis of current research findings.



- NUR 4889L Leadership Practicum** 3 cc  
**TBA – Corequisite:** NUR4889, NUR3955, NUR4889. This course focuses on the application of the theories, concepts, and principles of leading and managing. Emphasis in the course will be on the development of skills needed for effective leadership and management. Opportunities will be provided to demonstrate appropriate leadership and management ability.
- NUR 4945L Specialized Focus Practicum** 3 cc  
**TBA – Corequisite:** NUR3119, NUR3955 and permission required. This course includes a synthesis of theories, concepts, and principles of a particular nursing focus, identified by the student, which offers relevant experiences for professional and personal growth. Emphasis will be on the methods used to become an effective leader and informed stakeholder in the policies which frame the strengths of the nursing profession. The student will examine the value of the nursing role in different types of health care organizations with respect to outcomes management, systematic quality initiatives and analysis of current research findings.
- NUR 4956 Portfolio II** 3 cc  
**TBA – Prerequisites:** NUR3119, NUR3955. This course will focus on the completion, evaluation, and submission of the electronic professional portfolio. Capstone Course.
- OCB 2000 Marine Biology** 3 cc  
**FA, SU – Corequisite:** OCB 2000L. A study of the biology of marine waters, with emphasis on the physical, chemical, geological, and ecological factors that influence biological populations in the sea. Emphasis on the observation and taxonomy of the biota of local marine and estuarine waters. **Meets AA general education Category VI.**
- OCB 2000L Marine Biology Laboratory** 1 cc  
**FA, SU – Lab Fee. Corequisite:** OCB 2000. Laboratory work and field trips to specific marine habitats will be required. **Meets AA general education Category VI.**
- OCE 1001 Oceanography** 3 cc  
**TBA –** An integrated study of the basic principles of chemical, physical, and geological oceanography. **Meets AA general education Category VII.**
- OCE 1001L Oceanography Laboratory** 1 cc  
**TBA – Lab Fee. Corequisite:** OCE 1001. An optional laboratory course to accompany OCE 1001. This course covers the experimental or hands-on aspects of bathymetry, water chemistry, and physical oceanography. **Meets AA general education Category VII.**
- ORH 1260 Greenhouse Crop Management** 3 cc  
**SP – AAS only. Corequisite:** ORH 1260L. Greenhouse production and marketing of foliage and flowering house plants, holiday pot plants, bedding plants and cut flowers. Construction, maintenance and utilization of various types of greenhouses and related plant production structures.
- ORH 1260L Greenhouse Crop Management Laboratory** 1 cc  
**SP – AAS only. Lab Fee. Corequisite:** ORH 1260. A course designed to develop skills in the production of foliage and flowering house plants, holiday pot plants and bedding plants; management of various types of greenhouses and other related growing structures to include construction and repair, irrigation, fertilization, light and temperature regulation, insect and disease control. Students are expected to participate in practical exercises.
- ORH 1511 Plant Materials for Landscape Use** 2 cc  
**TBA – AAS only. Corequisite:** ORH 1511L. Ornamental trees, shrubs, vines and ground cover for landscape use with emphasis on their identification, characteristics, adaptability, and use. Field trips are required.
- ORH 1511L Plant Materials for Landscape Use Laboratory** 1 cc  
**TBA – AAS only. Lab Fee. Corequisite:** ORH 1511. Practical experience in identification of ornamental trees, shrubs, vines and ground cover. Students will make collections of plants used in area landscapes and note usage of plants. Field trips are required.
- ORH 2220 Turfgrass Management** 2 cc  
**TBA – AAS only. Corequisite:** ORH 2220L. A basic course in the establishment and maintenance of turfgrass areas. Considers soils, fertility, drainage, grasses and mixtures, maintenance and pest control; includes use of turfgrasses in residential and institutional lawns, athletic fields, and golf courses.
- ORH 2220L Turfgrass Management Laboratory** 1 cc  
**TBA – AAS only. Lab Fee. Corequisite:** ORH 2220. A practical course to develop student skills in identification of turfgrass species and the skills required to establish and maintain turf according to the various requirements of turf management. Several field trips will be taken to local golf courses, residential and institutional lawns. Students are expected to participate in practical exercises.
- ORH 2820C Landscape Irrigation** 3 cc  
**TBA – AAS only. Lab Fee.** The study of the design, operation and maintenance of modern irrigation systems including water requirements, supply and distribution.
- ORH 2859 Landscape Management** 3 cc  
**TBA – AAS only. Corequisite:** ORH 2859L. Course centers on the management of landscapes including turf, annuals, vines, shrubs and trees. Course includes water, fertilizers, mowing, pruning and shaping. The course will address homeowner, commercial and sports complex management.
- ORH 2859L Landscape Management Laboratory** 1 cc  
**TBA – AAS only. Lab Fee. Corequisite:** ORH 2859. Practical experience in the management of landscapes including turf, annuals, vines, shrubs and trees. Experience in water, fertilizer, mowing, pruning and shaping included. Includes home owner, commercial and sports complex management. Field trips required.
- ORH 2866 Landscape Project Management** 3 cc  
**TBA – AAS only.** Basic concepts of managing landscape projects to include estimating labor, supplies, equipment use and cash flow.
- ORI 2000 Introduction to Oral Interpretation** 3 cc  
**TBA –** A course that teaches the aesthetics and performance of selections of literature. Students practice oral reading of prose and poetry and group interpretation of various works. **Meets AA oral communications requirement.**
- OST 1100 Keyboarding I** 3 cc  
**FA, SP, SU – Lab Fee.** This course includes practice in keyboard control; developing speed and accuracy; and typing reports, tables, and business letters. (Open Exit)
- OST 1110 Keyboarding II** 3 cc  
**FA, SP, SU – Lab Fee. Prerequisite:** OST 1100. This course includes continued emphasis on building keyboarding speed and accuracy, developing communication skills, and refining the technical aspects of formatting acceptable business correspondence. Work on tables, letters, memos, reports, and forms will result in a more efficient production level. (Open Exit)
- OST 1146 Basic Keyboarding** 1 cc  
**FA, SP, SU – Lab Fee.** This course includes practice in keyboard control for inputting information (words, numbers, and symbols) into electronic information processing systems. (Open Exit)
- OST 1355 Records Management** 3 cc  
**FA – AAS only.** This course is a study of record systems, fundamentals of indexing and filing rules, procedures, the five methods (alphabetic, numeric, geographic, subject, and chronological) microrecords, and the selection of filing equipment and supplies.
- OST 1461 Medical Office Practice** 3 cc  
**SP – AAS only. Lab Fee. Prerequisites:** ENC 1101 or LIN 1670C, HSC 1531. This course familiarizes the student with the daily activities of a physician's office and provides actual practice in scheduling appointments, answering the telephone, processing the mail, maintaining the medical records, billing and collecting, ordering supplies, and performing office management procedures.

**OST 1464 Computerized Medical Office Systems** 2 cc  
**FA – AAS only. Lab Fee.** This course is designed to provide students with practical experience on computerized applications in a medical office, patient record keeping, billing and accounting, insurance and coding, third party reimbursements, and appointment scheduling.

**OST 1611 Medical Transcription I** 3 cc  
**SP – AAS only. Lab Fee. Prerequisite:** HSC 1531. This course is designed to improve keyboarding skills and give the student a working knowledge of transcription equipment. Skill is gained in transcribing accurately all type of medical dictation with special emphasis on accuracy, medical terminology, confidentiality and mailable work.

**OST 1612 Medical Transcription II** 3 cc  
**SU – AAS only. Lab Fee. Prerequisite:** OST 1611. This course is a continuation of Medical Transcription I.

**OST 1613 Medical Transcription III** 3 cc  
**SU – AAS only. Lab Fee. Prerequisites:** OST 1612. This course is a continuation of Medical Transcription II.

**OST 1614 Medical Transcription IV** 3 cc  
**TBA – AAS only. Lab Fee. Prerequisites:** Continuation of Medical Transcription III. This course will provide students with the opportunity to improve accuracy and increase line production.

**OST 1713 Word Processing I** 3 cc  
**FA, SP – Lab Fee. Prerequisite:** OST 1100 or typing speed of 30 wpm. This course is designed to enable the student to learn basic word processing concepts and procedures. Special emphasis is given to current office procedures in word processing. After the basic concepts are learned, office-related problems are produced on microcomputers.

**OST 1821 Business Applications for Desktop Publishing** 3 cc  
**FA, SP – Lab Fee. Prerequisite:** OST 1713. This course is designed to introduce the student to desktop publishing concepts and computer graphics. The student will learn to use desktop publishing software, the scanner, and the laser printer to create a variety of professional looking business and personal documents. It is designed for students interested in developing "hands-on" skill in using desktop publishing software.

**OST 2135 Medical Documents** 2 cc  
**TBA- Lab Fee.** This course is designed to improve keyboarding skills and to give the student a working knowledge of the proper techniques and procedures for formatting and transcribing medical documents.

**OST 2402 Office Procedures** 3 cc  
**SP – AAS only. Prerequisite:** Ability to type. It is also desirable to have had the following courses: Records Management, Human Relations, and Business Communications. This is a course for office management and secretarial majors designed to allow the student to coordinate and utilize the knowledge and skills developed in previous courses.

**OST 2717 Word Processing II** 3 cc  
**FA, SP – Lab Fee. Prerequisite:** OST 1713. This course is intended to provide hands-on experience in advanced word processing applications on computers using word processing software. The students will work with macros, styles, fonts, graphics, merge documents, various sizes of paper, tables/columns, and floppy and hard disk management.

**OST 2941, 2942, 2943 Office Systems Internship** 1 cc, 2 cc, 3 cc  
**FA, SP, SU – AAS only. Prerequisite:** Permission of department. This course is designed to provide students with work experience in a business office, a legal office, in a hospital or medical facility, or a physician's office. On-the-job training is designed to build confidence, to adjust to a work environment, and to increase the opportunities for employment. (Allowed only during last semester of classwork)

**OST 2947, 2948, 2949 Office Systems Co-op** 1 cc, 2 cc, 3 cc  
**FA, SP, SU – AAS only.** Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

**OTA 0101 Keyboarding** 1 vc  
**FA –** This course provides instruction in using keyboards to enter data into microcomputers. It includes familiarization with computer keyboards and the mechanics of data entry. Correct finger positioning and accuracy will be emphasized. Letters, memoranda, reports, letters, memoranda, and other materials generated by health care organizations.

**PAD 3003 Introduction to Public Administration** 3 cc  
**TBA –** This course prepares individuals to serve as managers in the executive arm of local, state and federal government.

**PAD 3311 Program Planning and Evaluation** 3 cc  
**TBA –** This course examines training & development in a changing workplace and workforce from a systematic perspective. The student will learn how to improve individual, team, and organizational effectiveness by understanding how to design successful training interventions and learning experiences that can impart knowledge, skills and attitudes to learners in the workplace.

**PAD 4393 Emergency Management & Disaster Planning** 3 cc  
**TBA –** Emergency management and disaster planning on events most likely to affect Florida including reviewing the four phases of planning mitigation, response, and preparedness.

**PAD 4874 Community Relations** 3 cc  
**TBA –** This course will expose the student to community relations theory and practice within a broad range of public safety organizations. Students will understand why positive community perception of public safety is critical to funding and operational effectiveness. Each student will gain the insight and skills necessary to be effective in the community relations function of public safety administration.

**PCB 2030 Introduction to Environmental Science** 3 cc  
**FA, SP, SU –** An introduction to basic ecological principles and current environmental problems. **Meets AA general education Category VI.**

**PEL 1121 Beginning Golf** 1 cc  
**FA, SU –** This course is designed to develop skill and give practice in the basic fundamentals of golf. A green fee is required occasionally.

**PEL 2122 Intermediate Golf** 1 cc  
**SP –** This course enables students to enhance and practice intermediate-level skills in the sport of golf. Green fee of \$4.00 may be required on occasion.

**PEL 2341 Beginning Tennis** 1 cc  
**FA, SU – Lab Fee.** This course includes a brief history of the game, followed by instruction and practice in the fundamental techniques of the game. Racket and one can of new balls required.

**PEL 2342 Intermediate Tennis** 1 cc  
**SP, SU – Lab Fee.** This course includes a brief history of the sport, followed by instruction and practice in the intermediate level techniques of the game. Tennis racket and one can of new tennis balls are required.

**PEM 1102 Exercise and Conditioning** 1 cc  
**SP** – This course involves instruction in physical conditioning methods and their effects. Content varies based on student interest, and may include aerobic exercise, calisthenics, bench stepping, circuit training, interval training, or weight training. This is a co-ed class.

**PEM 1131 Weight Training and Conditioning I** 1 cc  
**FA, SP, SU** – This course involves beginning instruction in physical conditioning methods and their effects: weight training, isometric exercises, circuit training, isotonic exercises, calisthenics, and cardiovascular endurance exercises. This is a co-ed class.

**PEM 1132 Weight Training and Conditioning II** 1 cc  
**SP – Prerequisite:** PEM 1131. This course involves advanced instruction in physical conditioning methods and their effects: weight training, isometric exercises, circuit training, isotonic exercises, calisthenics, and cardiovascular training. This is a co-ed class.

**PEM 1171 Aerobics** 1 cc  
**TBA** – This course concentrates on increasing muscle tone and aerobic capacity through continuous rhythmic movement to music. Step aerobics are included. Discussions are held in nutrition and injury prevention. This is a co-ed class.

**PEM 1181 Walk, Jog, Run** 1 cc  
**FA, SP** – This course involves instruction in physical conditioning methods and their effects. Students may either walk, jog or run to fulfill the aerobic requirement.

**PEN 1114 Lifeguard Training** 1 cc  
**TBA – Lab Fee.** This course assists the student in developing the skills necessary to recognize a person in a distress or drowning situation and to effectively rescue that person. American Red Cross Lifeguard Certification is offered with this course. A qualifying swim test is administered during the first class meeting.

**PEN 1121 Beginning Swimming** 1 cc  
**TBA** – This course includes practice in the elementary fundamentals of swimming and drownproofing. It is designed to familiarize the nonswimmer with water and to assist him in developing skills in the basic strokes used in swimming. Nonswimmers only.

**PEN 1122 Intermediate Swimming** 1 cc  
**TBA – Prerequisite:** PEN 1121 or permission of instructor. This course includes training and practice in four basic strokes; breaststroke, sidestroke, crawl, and elementary backstroke. Other related water safety skills will be taught.

**PEO 1011 Team Sports** 3 cc  
**FA** – Principles, methods, and techniques of teaching a variety of team sports, including organization and management, instruction of skills and concepts, motivation, and evaluation.

**PEO 1031 Individual Sports** 3 cc  
**SP** – Principles, methods, and techniques of teaching a variety of individual sports, including organization and management, instruction of skills and concepts, motivation and evaluation.

**PEO 2013C Sports Officiating** 3 cc  
**SP** – This course includes theory and practice in officiating various selected sports. Two hours of lecture and one hour of laboratory each week.

**PEQ 2105C Management of Aquatic Programs** 3 cc  
**SP** – This course is designed to give Recreational Technology AS majors a foundation in management of aquatic programs. This course will include but is not limited to water aerobics, water safety, pool operations, and aquatic scheduling.

**PET 2622 Care and Prevention of Athletic Injuries** 3 cc  
**FA, SP, SU – Lab Fee.** This course empowers the student with the knowledge and understanding of the principles and techniques involved in the prevention and care of athletic injuries. The student will obtain extensive hands-on practice in taping techniques and other methods for preventing and treating athletic injuries.

**PET 2941, 2942, 2943 Recreation Internship** 1 cc, 2 cc, 3 cc  
**TBA – Prerequisite:** Completion of all course work for the AS Degree in Recreation Technology. This course is designed for students preparing for careers in recreation and leisure services. Whether the internship is on or off campus and where it is off campus (city recreation, YMCA, retirement facility, therapeutic recreation, outdoor recreation, etc.) will be determined by the interest of the student and available facilities.

**PGY 1000 History of Photography** 3 cc  
**FA, SP** – A study of the history and the development of photography both as a technology and art form from its inception to current digital and commercial uses. Course will also explore photography from the standpoint of its sociological, cultural, communicative, and economic impacts.

**PGY 1110C Color, Materials, and Methods** 3 cc  
**FA – Lab Fee. Prerequisites:** ART 1201C, PGY 2401C. An introductory course that explores basic creative methods of color processes in photographic imagery. Explores the technical conceptual, and production relationships in contemporary color photography. Emphasis is placed on color theory, effects of lighting techniques, color-correct printing, and aesthetics.

**PGY 2107C Large Format Camera** 3 cc  
**SP – Lab Fee. Prerequisite:** PGY 2401C, PGY 2410C. An advanced course that introduces concepts, techniques and applications of large format cameras. The course examines the uses of large format cameras in fine art photography, commercial illustration, and historical documentation.

**PGY 2220C Commercial Photography I** 3 cc  
**FA, SP, SU – Lab Fee. Prerequisites:** PGY 2401C and GRA 2151C or permission of instructor. An advanced photo course which introduces the student to studio and color photography.

**PGY 2221C Commercial Photography II** 3 cc  
**FA, SP – Lab Fee. Prerequisite:** PGY 2220C. A continuation of Commercial Photography I in which the demands of specific commercial assignments are investigated. Experience with color positive material, lighting appropriate to subject, and issues unique to the large format medium will be covered.

**PGY 2272C Photography Seminar** 3 cc  
**SP – Prerequisites:** PGY 2220C, PGY 2802C. Designed to acquaint the student photographer with developments and special topics in the field. May consist of studio visits, visiting professionals, product demonstrations, and research projects.

**PGY 2401C Photography I** 3 cc  
**FA, SP, SU – Lab Fee.** An introductory course with emphasis on the creative use of the camera and dark room. The fundamentals of camera operation, successful black and white film development and printing are taught. A 35 mm SLR camera with manual controls is required for this class.

**PGY 2404C Photography II** 3 cc  
**TBA – Lab Fee. Prerequisite:** PGY 2401C or permission of instructor. In this course emphasis is placed on the refinement of techniques that are necessary for the use of the camera as a means of individual creative expression. It also includes an introduction to print manipulation and photo essays.

**PGY 2600C Techniques of Photojournalism** 3 cc  
**SP – Lab Fee. Prerequisite:** PGY 2401C and PGY 2801C. Covers the basics of setting up and shooting news, features, sports, and photo essays. Topics will include photo editing, layout, darkroom techniques, and a special emphasis on digital photo manipulation in Photoshop.

**PGY 2801C Digital Photography I** 3 cc  
**TBA – Lab Fee. Prerequisites:** GRA 2151C, PGY 2401C, ART 1300C. Digital Photography introduces students to electronic imaging using computers, scanners, and image manipulation software (Adobe Photoshop). Individual portfolios are created.

**PGY 2802C Digital Photography II** 3 cc  
**TBA – Lab Fee. Prerequisite:** PGY 2801C. A continuation of work in Adobe Photoshop established in Digital Photography I. Students will work with advanced Photoshop techniques in the application of personal images that may have application in fine art, graphics, and multimedia productions.

**PHI 2010 Introduction to Philosophy** 3 cc  
**FA, SP, SU – Prerequisite:** Test score requirement the same as ENC 1101. A general survey of the philosophies that have shaped the growth of Western civilization from the ancient Greeks to modern times. This course is designed to present a comprehensive view of what philosophy is and to demonstrate the benefit students can expect to derive from its study. **Meets AA general education Category V. A writing emphasis course.**

**PHI 2070 Introduction to Eastern Philosophy** 3 cc  
**FA – Prerequisite:** Test score requirement the same as ENC 1101. A survey of the philosophical thought of Asia. Hindu systems, Buddhist philosophy, and the philosophies of China and Japan will be considered. Comparisons with Western ideas will be made whenever feasible. **Meets AA general education Category V. A writing emphasis course.**

**PHI 2100 Logic** 3 cc  
**FA, SP, SU – Prerequisite:** Test score requirement the same as ENC 1101. Study of and practice in reasoning and critical thinking in deductive and inductive logic. Techniques the student learns are directly related to other courses and will help the student in solving everyday problems. Additional treatment may be given to symbolic logic. **Meets AA general education Category V. A writing emphasis course.**

**PHI 2600 Ethics** 3 cc  
**FA, SP, SU – Prerequisite:** Test score requirement the same as ENC 1101. An inquiry into the moral implications of personal, social, and political commitment. Representative traditional and contemporary ethical concepts will be discussed in light of issues affecting the quality of existence on this planet. **Meets AA general education Category V. A writing emphasis course.**

**PHI 2701 Introduction to the Philosophy of World Religions** 3 cc  
**FA, SP, SU – Prerequisite:** Test score requirement the same as ENC 1101. Philosophical, historical and cultural analysis of selected world religions. Special emphasis on the fundamental philosophy of each tradition and the relationships between social institutions and religious systems. **Meets AA general education Category V. A writing emphasis course.**

**PHM 2122 Philosophy And Feminism** 3 cc  
**SP – Prerequisite:** Test score requirement the same as ENC 1101. This course is designed to introduce students to key aspects for feminist thought. We will explore both the content and the methodologies of feminism through a philosophical approach and attitude. Additionally, we will be discussing issues ranging over, but not limited to oppression, gender, sex and sexism with the goal of understanding the role that each plays in different feminist ideologies. **Meets AA general education Category V. A writing emphasis course.**

**PHT 1000 Introduction to Physical Therapy** 3 cc  
**FA – AAS only. Prerequisite:** Permission Only.  
**Corequisite:** BSC 1093. Introduction to the history, present practice and future trends of the profession; structure and services of the American Physical Therapy Association (A.P.T.A.); introduction to the team concept in health care including the role and responsibilities of the physical therapist assistant; and introduction to common disease processes. The scope of expanded practice for the PTA will be introduced.

**PHT 1120 Functional Anatomy and Kinesiology** 3 cc  
**SP – AAS only. Prerequisite:** Permission Only.  
**Corequisite:** PHT 1120L. The student will have a basic knowledge and understanding of the biomechanical principles of human motion. The structure and function of the musculoskeletal and nervous systems will be studied and applied in basic analysis of therapeutic exercise and gait.

**PHT 1120L Functional Anatomy and Kinesiology Laboratory** 2 cc  
**SP – AAS only. Prerequisite:** Permission Only. **Corequisite:** PHT 1120. Laboratory sessions are designed to develop student skills in palpation of bony landmarks, goniometry, gross manual muscle testing, basic gait analysis and analysis of muscle function as it relates to the biomechanical principles of human motion.

**PHT 1210C Therapeutic Modalities** 3 cc  
**TBA – Lab Fee. Prerequisite:** PHT 1120L. This course is designed to instruct the student in the operation and application of therapeutic modalities used by the physical therapist assistant. The student will be given the opportunity to develop knowledge of the physical principles, physiological effects, indications and contraindications of heat, cold, light, traction, compression, electricity and massage on the body; an understanding of selected tests and evaluation procedures which are related to the application of the modalities; and the modality or procedure which would be most appropriate in the application to a specific clinical symptom. The student will develop the skills to safely apply these modalities in all clinical settings.

**PHT 1224 Musculoskeletal Therapeutic Techniques I** 3 cc  
**SP – AAS only. Prerequisite:** PHT 1224. **Corequisites:** PHT 1224L. This course covers a variety of medical and orthopedic conditions commonly treated by physical therapist assistants and emphasizes the effects and types of exercises employed for therapeutic reasons. Included are traditional therapeutic exercise routines such as passive, active, assistive, active and resistive range of motion, PRE programs, manual and mechanical strengthening, stretching.

**PHT 1224L Musculoskeletal Therapeutic Techniques I Laboratory** 2 cc  
**SP – AAS only. Lab Fee. Corequisite:** PHT 1224. Laboratory sessions for Therapeutic Techniques and Disabilities IA are designed to provide the student with observation and actual application of therapeutic exercises in the laboratory setting. Emphasis is on orthopedic, cardiopulmonary and vascular disorders and related therapeutic exercise programs.

**PHT 1251 Basic Skills in Patient Care** 2 cc  
**FA – AAS only. Prerequisite:** Permission Only.  
**Corequisites:** PHT 1251L. Introduction to basic patient care skills, patient positioning and draping, treatment booth preparation, transfers, gait training with assistive devices, wheelchair measurement and operation, measurement of vital signs, identification of architectural barriers, wound debridement, and aseptic technique.

**PHT 1251L Basic Skills in Patient Care Laboratory** 2 cc  
**FA – AAS only. Lab Fee. Prerequisite:** Permission Only. **Corequisite:** PHT 1251. This is a laboratory course in which there is practice in activities basic to the care of patients in health agencies. The development of manual dexterity with patient safety and comfort, and all skills discussed in the lecture portion of this course.

**PHT 1253 Neuromuscular Therapeutic Techniques I** 1 cc  
**TBA – Prerequisite:** 1120. **Corequisite:** PHT 1253L. The intent of this course is to provide knowledge to the physical therapist assistant student regarding neuroanatomy and physiology principles, motor learning principles and normal motor development, therapeutic interventions and techniques designed to provide the most effective functional outcome for the patient, and the following through of treatment plans designed to treat the neurologically impaired infant, child, adolescent and adult.

**PHT 1253L****Neuromuscular Therapeutic Techniques I 2 cc**

**TBA – Prerequisite:** PHT1120L. **Corequisite:** PHT1253. Laboratory sessions for Neuromuscular Therapeutic Techniques I are designed to provide the student with observation, participation, and application of motor learning theories and therapeutic interventions for the treatment of neurological conditions. Application of therapeutic activities with a variety of treatment approaches will be emphasized.

**PHT 1801 PTA Clinic I 1 cc**

**SU – AAS only. Lab Fee. Prerequisite:** PHT 1120. The first clinical experience. A supervised planned learning experience in a physical therapy practice setting. Focus is on training, transfers, positioning, draping, note writing, gait training, vital sign measurements, and wound measurement/debridement. Thirty-five hours conducted over three weeks.

**PHT 1900 Alternative Studies in Physical Therapy 1 cc**

**TBA – AAS only.** This course will provide the student with comprehensive and individualized instruction in selective physical therapy topics. It is intended to facilitate improved clinical skills and patient care. It will address the specific learning skills identified by faculty for each participant in the course.

**PHT 1901 Alternative Studies in Physical Therapy 2 cc**

**TBA – AAS only.** This course will provide the student with comprehensive and individualized instruction in selective physical therapy topics. It is intended to facilitate improved clinical skills and patient care. It will address the specific learning skills identified by faculty for each participant in the course.

**PHT 1902 Alternative Studies in Physical Therapy 6 cc**

**TBA – AAS only.** This course will provide the student with comprehensive and individualized instruction in selective physical therapy topics. It is intended to facilitate improved clinical skills and patient care. It will address the specific learning skills identified by faculty for each participant in the course.

**PHT 2162 Neuromuscular Therapeutic Techniques II 1 cc**

**FA – AAS only. Prerequisite:** PHT 1224. **Corequisites:** PHT 2162L. The pathology of complex neurological disorders and congenital deformities are presented. Specific topics include: cerebrovascular accidents, parkinsonism, alzheimer's, and cerebral palsy. Therapeutic exercises and special facilitation techniques will be covered along with basic neuroanatomy. Special concerns related to physical therapy and the geriatric patient will be presented.

**PHT 2162L I Neuromuscular Therapeutic Techniques II Laboratory 2 cc**

**FA – AAS only. Prerequisite:** PHT 1224. **Corequisite:** PHT 2162. Laboratory sessions for Therapeutic Techniques and Disabilities II are designed to provide the student with observation and actual application of therapeutic exercises for the treatment of neurological conditions. Case studies of various medical conditions with emphasis on therapeutic rehabilitation are presented.

**PHT 2227C****Musculoskeletal Therapeutic Techniques II 2 cc**

**TBA – Lab Fee. Prerequisite:** PHT1224. This course covers a variety of medical and orthopedic conditions commonly treated by physical therapist assistants and emphasizes orthopedic post-surgical patient care through case-study scenarios and protocol development and implementation. Traditional therapeutic exercise routines will be reviewed and non-traditional programs will be introduced.

**PHT 2401 Psychosocial Issues of the Disabled 2 cc**

**SP – AAS only. Prerequisites:** PHT 1224. This course examines the psychosocial aspects of the disabled individual. Emphasis is placed on how the individual or his/her family relate to physical and social environments; specifically economic factors, support systems, discrimination, and loss/grief process.

**PHT 2933C Special Topics in Rehabilitation 4 cc**

**SP – AAS only. Prerequisites:** PHT 1224. **Corequisite:** PHT 2162. Various special topics related to the topic of Physical Therapy will be discussed. The pathology, medical management of special patient populations will be presented. Special patient populations will include: psychiatric disorders, cardiac dysfunction, respiratory dysfunction, amputations, congenital birth defects, burns, arthritic patients, diabetic patients, oncology patients, the young athlete and gender-related health issues.

**PHT 2810 PTA Clinic II. Eff. 2011.1 6 cc**

**FA – AAS only. Prerequisite:** PHT 1801. Second clinical experience. A supervised planned learning experience in a physical therapy practice setting. Focus is on application of superficial and deep heats, note writing, basic skills of gait training, transfers, positioning, draping, wound care, massage, goniometry, and gross muscle testing skills, therapeutic exercise, range of motion, and strengthening. Thirty-five hours per week for six weeks.

**PHT 2820 PTA Clinic III 6 cc**

**SP – AAS only. Prerequisite:** PHT 1801. The third clinical experience. Focus is on integrating all previously learned skills (in addition to electrotherapy and neurological treatment).

**PHT 2932 Transition Seminar 2 cc**

**SP – AAS only. Prerequisites:** PHT 2162. This course is designed to broaden the scope of the student's understanding of health care. Topics to be presented include trends in health care and their influence on physical therapy; administrative procedures utilized in physical therapy; employment techniques. The student will also be required to prepare an individual or group project relevant to a specific aspect of physical therapy practice.

**PHT 2933C Special Topics in Physical Therapy 2 cc**

**TBA – AAS only.** Various special topics related to the practice of Physical Therapy will be discussed. The pathology, medical management of special patient populations will be presented. Special patient populations will include; psychiatric disorders, cardiorespiratory dysfunction, amputations, congenital birth defects, burns, arthritic patients, diabetic patients, oncology patients, the geriatric population and the young athlete.

**PHT 2934C Special Topics in Physical Therapy 2 cc**

**TBA – AAS only.** Various special topics related to the practice of Physical Therapy will be discussed. The pathology and medical management of special patient populations will be presented. Special patient populations will include: surgical patients, patients with psychiatric disorders, amputations, congenital birth defects and special pediatric populations, obstetric and gynecological patients, and oncology patients. In addition, gender issues and imaging methods will be presented.

**PHY 1025 Introduction to Fundamentals of Physics 3 cc**

**FA, SP – Prerequisite or Corequisite:** MAC 1105. An introductory course designed to prepare students for PHY 1053 General Physics I. Emphasis is on the fundamental concepts, language and mathematics used in physics. Topics include mechanics, sound, and heat.

**PHY 1053 General Physics I 3 cc**

**FA, SP, SU – Prerequisite:** MAC 1114 or MAC 1147 or PHY 1025. **Corequisite:** PHY 1053L. General Physics I is the first term of a two term non-calculus based physics course sequence. Topics included are: scalar and vector quantities, Newton's laws of motion, linear and rotational motion, energy, momentum, fluid dynamics, heat and sound. **Meets AA general education Category VII.**

**PHY 1053L General Physics I Laboratory 1 cc**

**FA, SP, SU – Lab Fee. Corequisite:** PHY 1053. A laboratory course designed to illustrate the laws and principles presented in PHY 1053. **Meets AA general education Category VII.**

**PHY 1054 General Physics II 3 cc**

**SP – Prerequisite:** Completion of PHY 1053 with a grade of "C" or better. **Corequisite:** PHY 1054L. Major topics include the study of magnetism, electricity, light and the elements of modern physics. **Meets AA general education Category VII.**

- PHY 1054L General Physics II Laboratory** 1 cc  
**SP – Lab Fee. Prerequisite:** Completion of PHY 1053L with a grade of "C" or better. **Corequisite:** PHY 1054. A laboratory course designed to illustrate the laws and principles presented in PHY 1054. **Meets AA general education Category VII.**
- PHY 2048 Physics I with Calculus** 4 cc  
**FA, SP – Corequisites:** MAC 2312, PHY 2048L. A physics course with emphasis on fundamental principles, the quantitative and mathematical aspects of the subject. For engineers and physics majors, optional for chemistry majors. Includes the study of mechanics and thermodynamics. A free use of calculus methods and derivations lay the foundation for basic principles. **Meets AA general education Category VII.**
- PHY 2048L Physics I with Calculus Laboratory** 1 cc  
**FA, SP – Lab Fee. Corequisite:** PHY 2048. A laboratory course designed to illustrate the laws and principles presented in PHY 2048. **Meets AA general education Category VII.**
- PHY 2049 Physics II with Calculus** 4 cc  
**FA, SP – Prerequisites:** MAC 2312, completion of PHY 2048 with a grade of "C" or better. **Corequisite:** PHY 2049L. Includes the study of waves, sound, optics, special relativity, electromagnetism, and quantization. **Meets AA general education Category VII.**
- PHY 2049L Physics II with Calculus Laboratory** 1 cc  
**FA, SP – Lab Fee. Prerequisite:** Completion of PHY 2048L with a grade of "C" or better. **Corequisite:** PHY 2049. A laboratory course designed to illustrate the laws and principles presented in PHY 2049. **Meets AA general education Category VII.**
- PLA 1003 The Legal Profession** 3 cc  
**FA, SP, SU –** This course is designed to provide students an overview of the legal system including ethics, our court system, and the functions of a law office, an introduction to procedural and substantive law, and an introduction to civil trial practice.
- PLA 1104 Legal Research and Writing I** 3 cc  
**FA, SP –** This course emphasizes learning to use the law library, basic research of both common law and statutory sources, tools and techniques for research, and introduces legal writing culminating in the student writing a legal memorandum.
- PLA 1203 Civil Litigation I** 3 cc  
**FA – Prerequisites:** PLA 1003, PLA 1104. The Civil Litigation I course is designed to give the students hands-on experience and practical knowledge of civil litigation from the inception of a case through trial of the case, including familiarity with the Florida Rules of Civil Procedure.
- PLA 1273 Torts I** 3 cc  
**FA, SP, SU – Corequisite:** PLA 1003. This course covers in depth the law of intentional torts, negligence, strict liability and related defenses. Other topics covered include malpractice, insurance, and other business torts.
- PLA 1303 Criminal Law and Procedure** 3 cc  
**FA. –** This course is designed to provide an overview of the foundations of the criminal law system, its institutions, and an overview of substantive offenses, criminal procedures, and criminal trials.
- PLA1700 Legal Ethics** 3 cc  
**FA, SP –** This course will introduce students to the types of ethical dilemmas that they will face in the work force, to the ethical rules developed by the American Bar Association, and to the rules adopted by The Florida Bar for the regulation of attorney and paralegal conduct including the model codes of paralegal associations, and to methods for researching the answers to ethical dilemmas.
- PLA 2114A Legal Research and Writing II** 3 cc  
**SP – Lab Fee. Prerequisites:** ENC 1101, PLA 1104. This course applies the research principles and techniques learned in PLA 1004 and PLA 2730 to develop, refine, and incorporate effective legal research into legal memoranda and other written legal communications required in a law office. The student is expected to be able to use Westlaw.
- PLA 2260 Evidence** 3 cc  
**FA –** This course covers the rules regarding the admissibility of evidence in trials presented through a review of the Florida Evidence Code and its application in case law.
- PLA 2276 Torts II** 3 cc  
**SP – Prerequisite:** PLA 1273. This course involves in-depth study of Florida automobile insurance law and workers' compensation law.
- PLA 2364 Forensic Science Survey** 3 cc  
**SP –** By use of numerous guest lecturers who are experts in their various fields of forensic science, the student receives an overview of methods of accident reconstruction, crime scene investigations, speed devices, sound spectrograms, neutron analysis, pathology, DNA and other forensic evidence.
- PLA 2423 Contracts** 3 cc  
**SP –** This course covers the fundamentals of contract law including contract formation, the UCC, contract provisions and drafting of simple contracts.
- PLA 2433 Business Organizations** 3 cc  
**FA –** This course involves a study of the law of business organizations together with its application in the related fields of agency and vicarious liability.
- PLA 2601 Probate** 3 cc  
**FA –** This course covers probate law, wills, intestacy, duties of personal representatives, trusts, and estate administration. **(Available Online - FA, SP, SU.)**
- PLA 2610 Real Estate Law** 3 cc  
**SP –** This course reviews the principles of real property transactions including real versus personal property, deeds, concurrent estates, mortgages, liens, easements and title considerations.
- PLA 2730 Computers in Law** 3 cc  
**SP – Lab Fee. Prerequisite:** PLA 1003, and PLA 1104. Students utilize computers in legal research, drafting, with a primary focus on using Westlaw in research. The student will prepare legal documents customarily prepared in the law office, and be introduced to case management software.
- PLA 2800 Domestic Relations** 3 cc  
**FA –** This course covers research into and drafting of pleadings for dissolution of marriage, separation, custody, legitimacy, adoption, change of name, and support.
- PLA 2880 Constitutional Law** 3 cc  
**FA, SP –** This Constitutional Law course is designed to give an overview from a lawyer's perspective of the constitutional articles and amendments. The student will explore the three branches of government, the interpretation of the articles creating each, individual rights in society, changes in constitutional interpretation, and the role of the supreme Court in this interpretation.
- PLA 2943 Law Office Internship** 3 cc  
**FA, SP, SU – Prerequisites:** Permission of Paralegal Studies (Legal Assisting) program coordinator, forty-five credit hours in PLA courses and a 3.5 GPA. This course is designed to provide students with practical law office experience working as a paralegal trainee. This is a non-paid position that involves working in a law office 135 hours during the semester. A student will receive a pass/fail grade based upon the employer's evaluation of the student.

**PLA 2949 Paralegal Studies (Legal Assisting) Co-op 3 cc**  
**FA, SP, SU – Cooperative Education (Co-op)** is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

**POS 2041 American National Government 3 cc**  
**FA, SP, SU – Prerequisite:** Test score requirement the same as ENC 1101. A study of the American federal system of government with emphasis on the constitutional distribution of powers among the congressional, presidential, and judicial branches and the states. An analysis of policy formation as related to democratic theory and the role of government in the society. **Meets AA general education Category IV. A writing emphasis course.**

**POS 2941 Government Practicum 1 cc**  
**FA, SP, SU – Prerequisite:** POS 2041. Students will work with government agencies and public officials in local, state and national offices performing meaningful tasks to learn duties of officials and operations of the agencies.

**PRN 0015 Interpersonal Relationships for Nurses 1 vc**  
**FA, SP – This course** introduces mental health and psychosocial concepts in nursing. The nursing process is emphasized, including recognition, intervention and evaluation measures for individuals with common problems of mental health. Interviews of clients in various health care settings are required.

**PRN 0030 Pharmacology I/Medical Terminology 1 vc**  
**SP, SU – Prerequisite:** Acceptance to Practical Nursing Program. This course reviews basic mathematic computations and basic dosage and solutions necessary to safely administer medications and word building skills so that words and medical conditions can be identified by word parts.

**PRN 0065C Practical Nursing Foundations I 4 vc**  
**SU – Lab Fee. Corequisites:** HSC 0591, PRN 0030. This practical nursing course introduces the practical nursing student to client care needs: safe effective care environment, health promotion and maintenance, physiological integrity, and psychosocial integrity. Client care needs and professional behaviors, communication, clinical decision-making, caring interventions, and collaboration form the integrated framework for clinical practice in the long term practice area. Focus is on the elderly population, theories of aging, and concerns of aging families and adjustments confronted by the elderly.

**PRN 0066C Practical Nursing Foundations II 7 vc**  
**FA – Lab Fee. Prerequisites:** HSC 0591, PRN 0065C. Corequisites: BSC 0070. This is the second foundation course in the Practical Nursing Program. The course introduces the practical nursing student to care of adults in the acute care setting. Client care needs (safe effective care environment, health promotion and maintenance, physiological integrity, and psychosocial integrity) and professional behaviors, communication, clinical decision-making, caring interventions, and collaboration form the integrated framework for clinical practice in the acute care practice area

**PRN 0100C Practical Nursing IV 5 vc**  
**SU – Lab Fee. Prerequisite:** PRN 0202C. This practical nursing course focuses on the care of the child and family unity during health and altered health states. Client care needs (safe effective care environment, health promotion and maintenance, physiological integrity, and psychosocial integrity) and professional behaviors, communication, clinical decision-making, caring interventions, and collaboration form the integrated framework for clinical practice in the acute care practice area.

**PRN 0200C Practical Nursing I 7 vc**  
**FA – Lab Fee. Prerequisite:** PRN 0065C, PRN 0030, HSC 0591. **Corequisite:** BSC 0070. This is the first of three adult-health practical nursing courses that focuses on the basic care of adults. Client care needs (safe effective care environment, health promotion and maintenance, physiological integrity, and psychosocial integrity) and professional behaviors, communication, clinical decision-making, caring interventions, and collaboration form the integrated framework or clinical practice in the acute care practice area.

**PRN 0201C Practical Nursing II 8 vc**  
**SP – Lab Fee. Prerequisite:** PRN 0200C. This is the second of three adult-health practical nursing courses that focuses on the basic care of adults. Client care needs (safe effective care environment, health promotion and maintenance, physiological integrity, and psychosocial integrity) and professional behaviors, communication, clinical decision-making, caring interventions, and collaboration form the integrated framework for clinical practice in the acute care practice area.

**PRN 0202C Practical Nursing III 8 vc**  
**SP – Lab Fee. Prerequisite:** PRN 0201C. This is the final of three adult-health nursing courses that focuses on the basic care of adults with complex chronic needs. Client care needs (safe effective care environment, health promotion and maintenance, physiological integrity, and psychosocial integrity) and professional behaviors, communication, clinical decision-making, caring interventions, and collaboration form the integrated framework for clinical practice in the acute care practice area.

**PRN 0904 Practical Nursing Seminar 1 vc**  
**FA, SU – The Practical Nursing Seminar** provides the student with an opportunity to learn about employment opportunities, licensure, continuing education, legal and ethical aspects of nursing, substance abuse and its effect on individuals and families, community agencies dealing with health issues and other major issues affecting nurses and the nursing profession.

**PRN 0930L Special Topics for Practical Nursing 3 cc**  
**TBA – Course** designed to review the theoretical and clinical concepts of practical nursing foundations. Student knowledge, skills and abilities will be assessed with written testing and by way of skills practicums to promote student success in the practical nursing courses.

**PSC 1351 Physical Science Survey 3 cc**  
**TBA – Prerequisite or Corequisite:** MAC 1105 or MGF 1106. An introductory physical science course for the non-science major with emphasis on the areas of physics and geology. The physics portion of the course deals with fundamental concepts, language and mathematics used in physics. Topics include sound, light, heat, electricity, magnetism, mechanics and elements of modern physics. The geology related section of the course includes the study of minerals and rocks, structural features of the earth, various earth forms, earth processes, and the physics principles behind them. A working knowledge of algebra is essential for this course. **Meets AA general education Category VII.**

**PSY 2012 General Psychology 3 cc**  
**FA, SP, SU – Prerequisite:** Test score requirement the same as ENC 1101. A survey of psychology as a social science incorporating the physiological aspects of personality development and mental health. The course focuses on the adaptation of the individual to his physical and social environments. Human motives and emotions, learning and memory, attention, thinking, intelligence, personality, and abnormal mental conditions are among the topics covered. The emphasis is on the physiological and socio-environmental causes of behavior. **Meets AA general education Category IV. A writing emphasis course.**

**PSY2932 Special Topics in Research Methods** 3cc  
**FA, SP- Prerequisite:** PSY2012/General Psychology; Test score requirement the same as ENC1101. This course is designed to introduce students to the basic principles and elements of research. Focus areas will include the application of the scientific method, empiricism, experimental control, validity, reliability, variance, basic statistics, population distributions, and qualitative research techniques and applications. **A writing emphasis course.**

**PSY 2941 Psychology Internship** 1 cc  
**TBA** – This course is designed for students preparing for careers in psychology and/or social science disciplines. Students learn about the sequence of steps involved in the scientific research process including topic selection, literature review, data collection, selection of research design and methodology, presentation of findings, and interpretation of findings. Students gain first-hand knowledge about practicing the social science of psychology by participating in activities such as meetings of the Southeastern Psychological Association.

**PSY 2942 Psychology Internship** 2 cc  
**TBA** – This course is designed for students preparing for careers in psychology and/or social science disciplines. Students participate in crisis intervention training. Upon successful completion of training, students work as supervised volunteers in a crisis intervention and counseling setting.

**PSY 2943 Psychology Internship** 3 cc  
**TBA** – This two-component internship is designed for students preparing for careers in psychology and/or social science disciplines. In the first component students learn about and practice the sequence of steps involved in the scientific research process by preparing for and participating in activities such as meetings of the Southeastern Psychological Association (SEPA). In the second component students participate in crisis intervention training and service. Upon successful completion of training, students work as supervised volunteers in a crisis intervention and counseling setting.

**PTN 1001 Introduction to Pharmacy** 3 cc  
**SU – Lab. Prerequisite:** Acceptance to the Pharmacy Technician Program. This course introduces pharmacy practice and the technician's role in a variety of pharmacy settings. Emphasis is placed on the duties and responsibilities of the pharmacy technician, including critical thinking and professional judgment skills. Course objectives explore employment opportunities, introduction to interpreting and processing prescriptions, pharmacy law and ethics, standards of practice and orientation to the skills required for the occupation of a pharmacy technician.

**PTN 1017 Pharmacy Technician Math** 3 cc  
**SU – Prerequisite:** Acceptance to the Pharmacy Technician Program. This course provides a comprehensive overview of math concepts essential to the practice of the pharmacy technician's skill set. The course covers the systems of weight, measurement and temperature, and the conversion from one system to another. Other topics include fractions, decimals, ratios, proportions, percentages and allegations. Emphasis is placed on the math skills needed to calculate doses, drug quantity or volume, intravenous flow rates and percentage concentrations.

**PTN 1121 Therapeutic Agents I** 3 cc  
**SU – Prerequisite:** Acceptance to the Pharmacy Technician Program. This course introduces students to pharmaceutical nomenclature and classification. Topics include the evolution and source of medicinal drugs, product identification, storage and dispensing requirements, dosage forms and routes of administration, mechanisms of drug actions, interactions, indications and contraindications. Antibiotics, therapy for fungal and viral infections, anesthetics, analgesics, narcotics, psychiatric and related drugs will be covered in this course.

**PTN 1122C Therapeutic Agents II** 3 cc  
**FA – Lab. Prerequisite:** PTN 1121. This course continues from Therapeutic Agents I with the pharmaceutical nomenclature and classification of drugs for central nervous system disorders, drugs for gastrointestinal and related diseases, renal, respiratory, and cardiovascular system drugs, drugs for muscle and joint disease pain, hormonal disorders and their treatments, and topical, ophthalmic, and otic medications. Special topics include chemotherapy, vitamins, OTC supplements, antidotes and miscellaneous topics.

**PTN 1131 Applied Pharmacy Practice** 3 cc  
**FA – Prerequisite:** PTN 1001. **Corequisite:** PTN 1131L. This course provides instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, out-patient dispensing, hospital dispensing procedures, controlled substance procedures, inventory control, non-sterile compounding, intravenous admixture, maintaining patient profiles, prescription order entry and label creation. Upon completion, students will be able to perform basic supervised dispensing techniques in a variety of pharmacy settings.

**PTN 1131L Applied Pharmacy Practice Lab** 3 cc  
**FA – Lab. Prerequisite:** PTN 1001. **Corequisite:** PTN 1131. This course provides practical hands-on instruction of the technical procedures required for preparing and dispensing drugs in the hospital and retail settings in a laboratory environment. Students will practice and perform skills such as drug packaging and labeling, non-sterile compounding, IV admixture using aseptic technique, maintaining patient profiles, and typing and filling drug orders. Upon completion, students will be able to perform basic supervised dispensing techniques in a variety of pharmacy settings.

**PTN 1930 Pharmacy Seminar** 1 cc  
**FA – Prerequisite:** PTN 1001. This course provides a discussion forum for topics of special interest or currency to pharmacy or to the role of the pharmacy technician. Topics may include discussion of law and rule pertaining to the role of pharmacy technicians, research and presentation of innovative trends in the field of pharmacy, presentation of current pharmacy issues for discussion, and introduction to national pharmacy technician organizations and certification.

**PTN 1940L – Pharmacy Practicum I** 2 cc  
**FA – Prerequisite:** PTN 1001. This course is designed to facilitate the transition of the student from the classroom environment to the clinical site. Topics include professionalism, productivity, work ethic, handling challenging situations, and problem solving with emphasis on success in the workplace. Additional topics include employment opportunities, resume writing, and interviewing skills. Students will participate in a mock panel interview and observation of several practice locations.

**PTN 1941L – Pharmacy Practicum II** 3 cc  
**SP – Prerequisite:** PTN 1940. This course provides students with hands-on experience in an inpatient hospital setting. Students must complete all didactic course work prior to enrolling for this course. The course involves a minimum of 180 hours of on-the-job work experience. Each student is required to work under the supervision of a licensed pharmacist (preceptor) who may delegate some supervisory and/or training responsibilities to another licensed pharmacist or certified pharmacy technician. Students are expected to participate in pharmacy practice activities such as dispensing, compounding, inventory handling and control, drug distribution, and the preparation of intravenous (IV) admixture products, chemotherapy products and total parenteral nutrition (TPN) products.



- PTN 1942L – Pharmacy Practicum III** **3 cc**  
**SP – Prerequisite:** PTN 1941. This course provides students with hands-on experience in a community pharmacy setting. Students must complete all didactic course work prior to enrolling for this course. The course involves a minimum of 180 hours of on-the-job work experience. Each student is required to work under the supervision of a licensed pharmacist (preceptor) who may delegate some supervisory and/or training responsibilities to another licensed pharmacist or certified pharmacy technician. Students are expected to participate in pharmacy practice activities such as dispensing, compounding, inventory handling and control, drug distribution, processing of third-party claims, maintenance of patient profiles and interaction and communication with patients.
- REA 0007 Developmental Reading I** **4 cc**  
**FA, SP, SU—Prerequisite:** Appropriate score on Florida Entry-Level Exam. REA0007 is college preparatory reading course that builds basic skills in vocabulary and literal and critical comprehension. This course emphasizes student development of successful reading strategies.
- REA 0017 Developmental Reading II** **4 cc**  
**FA, SP, SU—Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or REA 0007. REA 0017 is a college preparatory reading course that advances college-level skills in vocabulary and literal and critical comprehension. This course emphasizes student development of successful reading strategies.
- REA 1105C Reading** **3 cc**  
**TBA – Prerequisite:** Appropriate score on Entry-Level Placement Exam or REA 0017. This course is designed to improve reading comprehension and vocabulary skills. Reading skills appropriate for college assignments are emphasized. The course can also be used as an elective for anyone wishing to improve the above skills.
- REA 1125 Essential Reading Skills** **1 cc**  
**TBA –** This course is recommended for students preparing for the CLAST. It provides a review of each of the reading skills tested on the CLAST.
- RTE 1000 Introduction to Radiologic Technology** **1 cc**  
**FA – AAS only.** An introduction to the role of the radiographer, the hospital, and the regulations of the program. Medical ethics and legal considerations are emphasized.
- RTE 111C Radiographic Nursing Procedures** **3 cc**  
**FA – AAS only.** An introduction to basic nursing procedures required in the Imaging Department. Body mechanics, lifting, and transferring patients, vital signs, emergency and infection control procedures, pharmacology, drug administration and contrast media procedures are presented and demonstrated to the students.
- RTE 1418C Principles of Radiographic Exposure** **3 cc**  
**FA, SP – AAS only. Lab Fee.** An overview of the production of the radiographic image on film involving both lecture and laboratory exercises. Laboratory experiments will be performed with campus radiographic equipment and phantoms demonstrating the various factors relating to and affecting radiographic images.
- RTE 1503 Radiographic Positioning I** **2 cc**  
**FA – AAS only. Corequisites:** RTE 1702, RTE 1804. Positioning of the chest, abdomen, and extremities is coordinated with Radiography Clinic I.
- RTE 1513 Radiographic Positioning II** **2 cc**  
**SP – AAS only. Prerequisite:** RTE 1503. **Corequisite:** RTE 1712. Correct positioning of the bones of the body, as well as the GI and GU tracts will be presented and correlated with the clinical experiences of semester II.
- RTE 1562 Radiographic Special Procedures** **2 cc**  
**SU – AAS only. Prerequisite:** RTE 1418C. An overview of angiographic procedures and equipment as well as advanced nursing procedures.
- RTE 1613 Radiographic Physics** **1 cc**  
**FA – AAS only.** An introduction to the concept of radiation, atomic structure, energy, magnetism, basic electricity, and the use and production of high voltage as well as the x-ray machine parts and safeguards.
- RTE 1702 Radiographic Anatomy and Physiology I** **2 cc**  
**FA – AAS only. Corequisite:** RTE 1503. Chest, abdomen, extremity and spine anatomy and physiology is presented and correlated with the clinical experience of the first semester.
- RTE 1712 Radiographic Anatomy and Physiology II** **2 cc**  
**SP – AAS only. Prerequisites:** RTE 1503, RTE 1702. **Corequisites:** RTE 1513, RTE 1814. Skull, cell tissue, G.I., G.U. and circulatory anatomy and physiology is presented and correlated with the clinical experience of the second semester.
- RTE 1804 Radiography Clinic I** **5 cc**  
**FA – AAS only. Lab Fee. Corequisites:** RTE 1503, RTE 1702. Under direct supervision, students participate in actual clinical settings, combining the theory and concepts presented during the didactic portion of semester I.
- RTE 1814 Radiography Clinic II** **5 cc**  
**SP – AAS only. Lab Fee. Prerequisite:** RTE 1804. **Corequisites:** RTE 1513, RTE 1712. Under direct supervision, students practice in actual clinical settings combining the theory and concepts presented during the didactic portion of semesters I and II.
- RTE 1824 Radiography Clinic III** **2 cc**  
**SU – AAS only. Lab Fee. Prerequisite:** RTE 1814. Under direct supervision, students participate in actual clinical settings combining the theory and concepts presented during the didactic portion of semesters I, II and III.
- RTE 1834 Radiography Clinic IV** **3 cc**  
**SU – AAS only. Lab Fee. Prerequisite:** RTE 1824. Under direct supervision, students participate in actual clinical settings, combining the theory and concepts presented during the didactic portion of semesters I, II, and III.
- RTE 1931L, 1932L, 1933L, 1934L, 1935L Special Topics in Radiography** **1 cc, 2 cc, 3 cc, 4 cc, 5 cc**  
**TBA – AAS only. Lab Fee.** Under direct supervision, students practice in actual clinical settings combining the theory and concepts of the program for the current semester. Additionally, the student is required to pass all clinical competencies of the previous semester(s).
- RTE 2212 Computer Applications in Radiology** **1 cc**  
**FA – AAS only. Lab Fee.** An overview of the types and uses of computers in the Radiologic Sciences.
- RTE 2385 Radiation Biology** **1 cc**  
**SP – AAS only.** The principles of radiation interaction with the cell, and the effects of acute and chronic exposure to radiation are presented.
- RTE 2473 Introduction to Radiation Safety and Quality Assurance** **1 cc**  
**SP – AAS only.** An introduction to the tests and equipment used to maintain consistent image quality in the Radiology Department.
- RTE 2523 Radiographic Positioning III** **2 cc**  
**FA – AAS only. Prerequisite:** RTE 1513. Special views, as well as mammography, myelography, and special equipment will be presented and correlated with the clinical experiences of the second year student.
- RTE 2563 Advanced Radiographic Procedures II** **3 cc**  
**FA – AAS only. Corequisite:** RTE 2212. An overview of advanced procedures in various areas, including radiation therapy, cardiac catheterization, magnetic resonant imaging, and computed tomography.
- RTE 2572 Advanced Radiographic Procedures I.** **2 cc**  
**SP – AAS only. Prerequisite:** RTE 2212. An overview of advanced radiographic procedures which includes Nuclear Medicine, Ultrasound and Computer Tomography utilizing lecture, audiovisual media and on site practice in hospital setting.

- RTE 2601 Radiographic Imaging I** **2 cc**  
**FA – AAS only. Prerequisite:** RTE 1418C. An overview of radiographic, fluoroscopic, and image recording equipment.
- RTE 2602 Radiographic Imaging II** **2 cc**  
**SP – AAS only. Prerequisite:** RTE 2601. A continuation and a more in-depth study of radiographic, fluoroscopic and image recording equipment.
- RTE 2722 Radiographic Anatomy and Physiology III** **2 cc**  
**FA – AAS only. Prerequisite:** RTE 1712. Respiratory, nervous, endocrine, and reproductive systems along with muscles, joints, and sense organs anatomy and physiology are presented and correlated with the clinical experiences of the second year student.
- RTE 2782 Applied Radiographic Pathophysiology** **2 cc**  
**SP – AAS only.** Disease processes which affect the body, as well as those which are commonly demonstrated radiographically.
- RTE 2844 Radiography Clinic V** **4 cc**  
**FA – AAS only. Lab Fee. Prerequisite:** RTE 1834. Under direct supervision, students participate in actual clinical settings, combining the theory and concepts presented during the first year as well as semester IV.
- RTE 2854 Radiography Clinic VI** **4 cc**  
**SP – AAS only. Lab Fee. Prerequisite:** RTE 2844. Under both direct and indirect supervision, students participate in actual clinical settings combining the theory and concepts presented during the previous semesters.
- RTE 2931 Radiographic Critique I** **2 cc**  
**FA – AAS only.** Current events pertinent to the field of Radiology as well as film evaluation of studies done by the students.
- RTV 2216C Advanced Video/Commercial Production** **3 cc**  
**TBA – Lab Fee. Prerequisites:** GRA 1140C, GRA 2152C, GRA 2158C, GRA 2190C, and GRA 2241C. This is a capstone course in the Multimedia Technology curriculum. Students in this class work with clients to produce video programming that meets the multimedia needs of the client. Students handle all aspects of planning and production, including legal, ethical, budgetary and creative decisions. Students will hone advanced post production techniques in animation, graphics and audio production.
- RTV 2241C Introduction to Digital Video and Sound** **3 cc**  
**TBA – Lab Fee. Prerequisites:** GRA 2151C, ART 1201C, DIG 2151C, PGY 2401C. **Corequisite:** GRA 2152C. This course covers the basics of video and audio production for multimedia. Course content includes camera operation, set design, performance, lighting, video editing, audio recording and sound editing. Students will learn audio and video file formats and protocols and will apply creative and artistic skills to the production of multimedia content. Students will use nonlinear audio and video editing software within a MacIntosh computing environment.
- RTV 2245C Video Field Production and Editing** **3 cc**  
**TBA – Lab Fee. Prerequisite:** RTV 2241C and DIG 2151C. **Corequisite:** GRA 1140C. Develops field video production and editing techniques while enhancing aesthetic, writing and storytelling skills necessary for video production. The course emphasizes non-linear digital editing techniques, graphic design and digital audio production techniques. The basics of animation and digital video effects are introduced.
- SLS 0341 Career Communications** **1 vc**  
**TBA –** This course is designed to prepare students for planning and implementing a successful job search and for maintaining productive work experience on the job. Specific topics include: interpersonal skills, interview skills, problem solving techniques, job planning and developing responsible work behaviors.

- SLS 0380 Introduction to Entrepreneurship** **2 vc**  
**SP, SU – Prerequisite:** Permission of program manager. This is a basic course in entrepreneurship: the formation, planning, management and operation of a small business. This course will present a logical sequence of the necessary steps for either starting a new business or strengthening and continuing an existing business. Basic principles of finance, marketing, business law, accounting, management will be presented within the context of the small business. Also included is insurance billing and networking.

- SLS 1101 College success** **3 cc**  
**FA, SP, SU –** This course teaches the skills necessary for college and career success. Critical thinking, time and financial management, study and test-taking strategies and effective interpersonal communication are emphasized. Students explore learning styles, career options, and motivation, among other relevant topics. **Meets AA general education Category IV.**

- SLS 1122 Computer Skills for Academic Success** **1 cc**  
**FA, SP, SU – Lab Fee.** This course teaches the skills necessary for using technology in a college environment. Students will navigate the online college environment, including college web pages, college email accounts, and online course environments; use online college resources to access registration-related information; conduct Internet research to locate and evaluate online information; avoid plagiarism when using online sources; and create and manage electronic documents. **Meets computer competence requirement in some programs.**

- SLS 1353 Generations at Work** **3 cc**  
**FA, SP, SU –** This course covers basic skills needed for workplace success such as problem solving, critical thinking, team work and cooperation, time management, good communication, stress management and conflict resolution. Classroom sessions includes discussions, role playing, video modeling, practice, feedback, and activities to build participants skills and encourage the transfer of new skills to the workplace.

- SON 1004C Basic Procedures** **4 cc**  
**SP – AAS only. Prerequisites:** BSC 1093, BSC1093L, PHY 1025. An introduction to clinical protocols/procedures and the role of the sonographer. Competency in patient care skills required of a sonographer is acquired. This course also includes common disease processes, medical terminology, and professional issues.

- SON 1100C Principles and Protocols of Sonography** **4 cc**  
**SU – AAS only. Lab Fee. Corequisite:** SON 1170. An introduction to the basic principles of sonographic scanning and scanning protocols for the abdomen, pelvis, and vascular system with laboratory practice of basic skills and application of basic principles.

- SON 1111 Abdominal Sonography I** **3 cc**  
**FA – AAS only. Prerequisite:** SON 1170. This course covers the sonographic appearance of abdominal cavity, recognition of abnormality sonographically, and optimizing imaging of the abdomen. Gross anatomy and physiology of abdomen structures and congenital malformations are included.

- SON 1112 Abdominal Sonography II** **3 cc**  
**SP – AAS only. Prerequisite:** SON 1111. This course is a continuation of SON 1111 stressing deviation from normal and customizing the sonographic examination to make a diagnostically optimal study.

- SON 1121 OB/GYN Sonography I** **3 cc**  
**FA – AAS only. Prerequisite:** SON 1170. This course covers the sonographic appearance of the female reproductive system with and without pregnancy, recognition of abnormality sonographically, and optimizing imaging of the female pelvis. Gross anatomy and physiology of the female reproductive system and congenital malformations are included. Anatomy and physiology of normal obstetrics from fertilization through the post natal period is covered as well as obstetrical sonographic imaging.

**SON 1122 OB/GYN Sonography II 3 cc**

**SP – AAS only. Prerequisite:** SON 1121. This course is a continuation of SON 1121 stressing deviation from normal and customizing the sonographic examination to make a diagnostically optimal study.

**SON 1144 superficial Structures (Small Parts) 3 cc**

**SU– AAS only. Prerequisite:** SON 1112. This course includes anatomy, physiology, and pathophysiology of the superficial structures imaged with sonography. Sonographic recognition of normal and pathologic states and the techniques unique to superficial structure imaging is stressed.

**SON 1170 Sonography of the Circulatory System 3 cc**

**SU– AAS only. Corequisite:** SON 1100C. An introduction to the hemodynamics of circulatory systems and the sonographic imaging and Doppler assessment of the cardiac and vascular structures.

**SON 1211 Medical Sonography Physics I 3 cc**

**FA – AAS only. Prerequisite:** SON 1170. This course offers the principles of diagnostic ultrasound and presents the fundamental properties of ultrasound physics. Tissue interactions and interfaces, focusing characteristics and methods and intensity and power considerations are introduced, along with system resolution considerations.

**SON 1212 Medical Sonography Physics II 3 cc**

**SP – AAS only. Prerequisite:** SON 1211. This course offers further consideration of the properties of diagnostic ultrasound stressing the operation of the diagnostic equipment, the display system, biological effects and quality assurance methods. Current developments in ultrasound are included.

**SON 1214 Practical Aspects of Sonography I 3 cc**

**FA – AAS only. Prerequisite:** SON 1170. This course offers the principles of diagnostic ultrasound and presents the practical aspects of scanning techniques, film critique, film identification and patient care and handling as related to sonographic Doppler examination. Stresses the operation of diagnostic ultrasonic equipment and obtaining routine images.

**SON 1215 Practical Aspects of Sonography II 3 cc**

**SP – AAS only. Prerequisite:** SON 1214. This course offers more advanced principles of diagnostic ultrasound, adding knowledge of pathological processes. Further presenting the practical aspects of scanning techniques, film critique, film identification and patient care and handling as related to the sonographic examination. Stressing the correlation of all patient data, including sonographic images obtained to assist in the differential diagnostic process.

**SON 1804 Sonography Clinic I 3 cc**

**FA – AAS only. Lab Fee. Prerequisite:** SON 1170. Under professional supervision students learn and practice in actual clinical settings combining skills learned in previous courses and didactic knowledge. Professionalism and personal interactions are stressed along with technical abilities for obtaining images.

**SON 1814 Sonography Clinic II 3 cc**

**SP – AAS only. Lab Fee. Prerequisite:** SON 1804. This course is a continuation of SON 1804. Students will continue to build skills utilizing clinical facilities. Deviation from normal and adaptation of sonographic studies to obtain optimal data is stressed.

**SON 1824C Sonography Clinic III 4 cc**

**SU– AAS only. Lab Fee. Prerequisite:** SON 1814. This course is a continuation of SON 1814. Students will continue to build skills utilizing clinical facilities. Professionalism and personal interactions are stressed along with advanced technical abilities.

**SOW 2031****Introduction to Social Work and Social Welfare 3 cc**

**FA, SP –** This course is a survey of the social work profession from its historical roots to the present. Emphasis is placed on introducing the students to the field, practice standards, issues in social welfare, the social work process, and practice settings. Particular emphasis will be placed on the role of social workers in advancing the human condition. Students will learn about the role professional social workers play in attaining equality of opportunity, fairness, and social justice.

**SPC 1006C Basic Speaking and Listening Skills 1 cc**

**FA, SP –** This introductory speech communication course focuses on the critical listening, message composition, and speech delivery components prescribed by the Florida College-Level Academic Skills Program. A speaking intensive course, it involves comprehensive and critical listening, instruction of general speech concepts, and performance of basic types of speeches. (Also available as an online course.) **Meets AA oral communications requirement.**

**SPC 1017 Fundamental Communication Concepts 3 cc**

**TBA –** This course provides an introduction to oral communication, examining the fundamentals of public, small group, intrapersonal, and interpersonal communication, and may include professional, mass communication, and technology based components. Formal oral presentations, informal speaking, and listening situations are learning techniques, in addition to traditional lecture format. **Meets AA oral communications requirement.**

**SPC 1608 Public Speaking 3 cc**

**FA, SP, SU–** This rhetoric-based course examines the concepts of speech communication via lecture, discussion, and practical experiences in public speaking, small group discussion and problem solving, and comprehensive and critical listening. This is a speaking-intensive course, and participation may include original research, writing, and delivery of several types of formal speeches, panel discussions, and critical analysis and evaluation of other speakers. **Meets AA oral communications requirement.**

**SPC 2300 Interpersonal Communication 3 cc**

**FA, SP, SU–** This comprehensive course studies the speech communication principles involved in one-to-one interaction, family, social, and occupational group communication, comprehensive listening, and intrapersonal thought. Discussions and activities focus on application of verbal and nonverbal communication to convey messages about the self, to create and maintain relationships, to improve academic and professional performance, and to manage/resolve conflict, among other concepts. Learning techniques may include formal and informal presentations, role play, simulation, and small group participation. **Meets AA oral communications requirement.**

**SPC 2933 Special Topics in Communication 3 cc**

**TBA – Prerequisites:** A grade of "C" or better in ENC 1102 or SPC 1600 or SPC 2300. This course is designed to allow flexibility for presenting a variety of topics in communication, including but not limited to interpersonal relationships; communication in film; small group dynamics; voice and diction; nonverbal communication; and intercultural communication. Oral performance may be required. Course(s) may be repeated for credit when content varies. **Lab Fees** may be required.

**SPN 1120 Beginning Spanish I 4 cc**

**FA, SP, SU–** Fundamentals of grammar, drill in pronunciation, reading, and special emphasis on oral expression in the language. The course consists of four credits of classroom instruction. If you have had two consecutive years of Spanish in high school, it is strongly advised you begin in SPN 1121.

- SPN 1121 Beginning Spanish II** **4 cc**  
**FA, SP, SU – Prerequisite:** SPN 1120. Not for beginners. The course will consist of four credits of classroom instruction. Emphasis will be placed on speaking, reading and writing, as well as culture. If you have had two consecutive years of Spanish in high school, it is strongly advised you begin in SPN 1121. **Meets AA general education Category V.**
- SPN 2200 Intermediate Spanish I** **3 cc**  
**TBA – Prerequisite:** SPN 1121. Development of ability to read with comprehension varied material on literature, culture, or history of Spanish-speaking countries with the emphasis on the oral-aural aspects of the language. The study of grammar is continued on a more advanced level.
- SPN 2201 Intermediate Spanish II** **3 cc**  
**TBA – Prerequisite:** SPN 2200. This course is designed to further enhance the knowledge of students in the Spanish language. The four language skills of listening, reading, writing and speaking will offer the students the opportunity to learn more about the stylistics of the language. Creative material will be introduced that will help students acquire more information about the history and the culture of the language.
- SPN 2240 Conversational Spanish I** **3 cc**  
**TBA – Prerequisite:** SPN 2201. The course is intended for any student with at least six hours of Spanish who desires proficiency in spoken Spanish. The student is urged to use Spanish in class in the practicing of structural drills and the discussion of varied materials in Spanish.
- SPN 2241 Conversational Spanish II** **3 cc**  
**TBA – Prerequisite:** SPN 2240. A continuation of Conversational Spanish I, SPN 2240.
- STA 2023 Elementary Statistics** **3 cc**  
**FA, SP, SU – Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or completion of MAT 1033 with a grade of "C" or better. This is a study of fundamental statistical methods including organization, analysis and interpretation of numerical data, measures of central tendency and dispersion, statistical distributions, sampling techniques, hypothesis testing, probability, z-tests, chi-square tests, correlations, and regression equations. **Meets AA general education Category III.**
- STS 0003C Introduction to Surgical Technology** **6 vc**  
**FA – Lab Fee. Prerequisite:** Admission to the surgical Technology -program. **Corequisites:** HSC 0005, STS 0804. The purpose of this course is to introduce students to the duties and responsibilities of the surgical technologist as a member of the surgical team in a health care organization. Course topics will include surgical suite organization and management, the physical environment of the surgical suite, and the historical development of surgery. Communication skills and ethical, legal, and moral responsibilities of the surgical technologist will be emphasized throughout the course. Beginning skills needed in the operating room will be taught in the campus lab setting. Students will complete a clinical experience in perioperative observation.
- STS 0120 Surgical Specialties I** **4 vc**  
**FA – Prerequisites:** BSC 0070, HSC 0005, MEA 0230, STS 0003C, STS 0804. **Corequisites:** STS 0255L, STS 0803C. This course is an introduction to the various types of general, obstetric and gynecologic surgical procedures, ophthalmic, otorhinolaryngology, oral and maxillofacial and genitourinary Surgery.
- STS 0121 Surgical Specialties II** **1 vc**  
**SU – Prerequisite:** STS 0255L. **Corequisite:** STS 0256L. This course continues with and builds upon, the various types of specialty surgical procedures introduced in surgical Specialties I. The types of surgical specialties covered will include: pediatric surgery, orthopedic surgery, plastic and reconstruction, diagnostic procedures and biomedical science.
- STS 0122 Surgical Specialties III** **1 vc**  
**SU – Prerequisites:** STS 0121, STS 0256L. **Corequisite:** STS 0257L. This course is the last in a series of courses which focus on specialty surgical procedures. More complex surgical specialties will also be covered: cardiothoracic, peripheral vascular and neurosurgery will be covered.
- STS 0255L Surgical Procedures Clinical I** **9 vc**  
**SP – Lab Fee. Prerequisites:** HSC 0005C, STS 0003C, STS 0804, S00758. **Corequisites:** STS 0120, STS 0803C. This course consists of supervised, beginning-level learning experiences in clinical settings. Students will apply and reinforce concepts, principles, and skills of surgical technology practice while progressing from the role of observer to that of a supervised member of the surgical team. Emphasis will be placed on general surgery and the specialties of gynecology and obstetrics surgery, ophthalmic surgery, otorhinolaryngology surgery, oral and maxillofacial surgery and genitourinary surgery.
- STS 0256L surgical Procedures Clinical II** **6 vc**  
**SU – Lab Fee. Prerequisite:** STS 0255L. **Corequisite:** STS 0803C. The focus of this course is to provide clinical experience which will allow the student to develop increased competency of -surgical technology skills in general surgery and selected specialty areas. Emphasis will be placed on pediatric surgery, orthopedic surgery, plastic and reconstructive surgery, diagnostic procedures and biomedical science.
- STS 0257L surgical Procedures Clinical III** **6 vc**  
**SU – Prerequisites:** STS 0121, STS 0256L. **Corequisite:** STS 0122. This course will reinforce and extend the instructional experiences of the previous courses. The focus is on integrating all previously learned concepts, principles, and skills essential to the role of the entry-level surgical technologist. Emphasis will be placed on the specialties of cardiothoracic, peripheral vascular surgery and neurosurgery.
- STS 0803C Pharmacology and Anesthesia** **2 vc**  
**SP – Prerequisites:** BSC 0070, MEA 0230, STS 0804. An -introduction to pharmacology and anesthesia from the perspective of the surgical technologist. Participants will become familiar with the care and handling of drugs and solutions, the use of drugs in the care of surgical patients, and the principles of anesthesia administration.
- STS 0804 Basic Microbiology** **2 vc**  
**FA –** This course covers the characteristics and activities of micro-organisms. It surveys the various microbial groups, especially bacteria, viruses, and fungi, with an emphasis on pathogenic forms. Bacterial growth, metabolism, and genetics are discussed in some detail. Theories and methods of destruction, removal and inhibition of microorganisms in the environment are studied, as well as how the human body's natural defenses act to protect us against pathogenic microorganisms and how chemotherapeutic agents assist in this task. Various significant aspects of several infectious diseases that occur in humans are also covered.
- SUR 1100C Construction Surveying** **4 cc**  
**SU – AAS only. Lab Fee. Corequisite:** MAT 1033 or higher math or permission of instructor. An introductory course including the fundamentals of plane surveying and the use and care of equipment. Topics covered are theory of leveling, angles and bearings, curves and topography. An introductory laboratory designed to include measurement of distance, leveling, and land surveying. Includes use of Laser/Electronic Distance Meter.
- SWS 2006 Introduction to Soil Science** **4 cc**  
**SP –** A study of the relationships of soil water, fertilizers and plant roots. The course will include soil properties, classification, management and use. The social issues surrounding soil water use will be covered. The laboratory period will give students practical experience in the above areas.

**SYG 2000 Introduction to Sociology** 3 cc  
**FA, SP, SU – Prerequisite:** Test score requirement the same as ENC 1101. Sociology is the systematic study of human group dynamics. As such, this introductory course will cover the theoretical foundations of sociology and their application to modern society. Some topics covered include: race and ethnicity, gender and age inequalities, globalization, education and politics. The course invites students to view and analyze their social world in a new and exciting perspective. **Meets AA general education Category IV. A writing emphasis course.**

**SYG 2010 Social Problems** 3 cc  
**SP – Prerequisite:** SYG 2000 or permission of the department head. This course utilizes current sociological research and theory to analyze the origins and possible solutions to those problems found in modern-day social institutions such as marriage, the economy, government, education and health care. Other topics include social costs of environmental degradation, ethical issues associated with rapidly changing technology, poverty and crime. Students are encouraged to participate actively in this discussion-based class. **Meets AA general education Category IV. A writing emphasis course.**

**TAX 2000 Income Tax Procedures** 3 cc  
**FA, SP – AAS only. Prerequisite:** ACG 2001 or ACG 2021. This course is the study of current Federal Income Tax Laws and rules as they apply to individual income tax returns. Actual tax forms are studied and prepared by the student. Topics include gross income, inclusions, and exclusions, personal itemized deductions, tax credits and pre-payments, capital gains and losses, and rental and self-employment income.

**THE 2000 Theatre Appreciation** 3 cc  
**FA, SP, SU – Prerequisite:** Test score requirement the same as ENC 1101. Designed to instill in the student a curiosity and interest in all areas of the theatre by inspiring him or her to look at this collaborative art form from the point of view of those who create it. This is not an acting class. **Meets AA general education Category V. A writing emphasis course.**

**THE 2083 Theatre Problems** 3 cc  
**TBA – Prerequisite:** THE 2000. This is an advanced course for students who have demonstrated that they are capable of advanced, highly specialized work in a particular area of the theatre such as scene design, acting methods, play writing, and directing. Students are assigned to a teacher who will design, supervise, and evaluate their projects. May be used for certification or recertification of high school drama teachers. May be repeated for credit (three times).

**THE 2300 Dramatic Literature** 3 cc  
**SP –** This course explores dramatic literature and develops the student's knowledge and appreciation of the elements of literature through the study of selected scripts, playwrights and dramatic theories. Among these elements are the history of dramatic literature, genre study and the theory and practice of dramatic analysis and criticism.

**TPA 2200 Introduction to Technical Theatre** 3 cc  
**SP –** Basic design practice as applied to stage settings, practical exercises in construction, painting, mounting, and lighting a stage production. Students enrolled in this course will not be permitted to enroll in Stagecraft Workshop during the same semester.

**TPA 2290C Technical Laboratory** 1 cc  
**FA, SP, SU –** Course constitutes participation in the backstage technical operation of the current production. This course may be taken three times. Hours to be arranged.

**TPP 1100 Introduction to Acting** 3 cc  
**SU –** An introduction to the basic skills of acting, voice, and dance for the stage. Course consists of one hour daily lectures/participation covering various aspects of theatre arts, including costumes, scenery, and make-up to be followed by three hours of rehearsal. Students will participate on stage or back stage in a musical or dramatic production. This course may be repeated as different productions are performed.

**TPP 1110 Acting I** 3 cc  
**FA –** A -practical study of beginning acting. Basic skills will be practiced in pantomime, improvisations, and selected scenes. Participation in current Pensacola State College production is encouraged, as well as studying other actors in performance in area theaters: Pensacola Little Theatre, University of West Florida, and local secondary schools.

**TPP 1111 Acting II** 3 cc  
**SP – Prerequisite:** TPP 1110 or permission of instructor. A study of acting styles with practical application of acting skills in classroom exercises and extra-curricular activities. A study of the advantages and disadvantages of theatre as a vocation and/or an avocation.

**TPP 2190 Rehearsal and Performance** 1 cc  
**FA, SP, SU – Prerequisite:** Permission of instructor. This credit hour is restricted to the students who are cast in performing roles in the dramatic productions of the semester. This credit may be earned three times. Hours to be arranged.

**TPP 2250 Introduction to Musical Theatre** 3 cc  
**SP –** Introduction to the study of musical theatre analysis, creation, and performance as applied to the study of voice, dance, and acting.

**TPP 2300 Directing I** 3 cc  
**FA – Prerequisite:** TPP 1110 or permission of instructor. Introduction of the fundamental principles and techniques of play direction to include script selection and analysis, casting, blocking, composition, picturization, interpretation and staging of plays.

**WCL 0050C Health Unit Coordinator Functions** 8 vc  
**FA, SP – Lab Fee – Prerequisites or Corequisites:** HSC 0005, OTA 0101. Classroom instruction and laboratory - practice in receptionist duties, transcription of physician's orders, orientation to the hospital environment, maintenance of patient charts and forms, and coordinating the non-clinical tasks associated with health care nursing units. (Students must be preadmitted into the Health Unit Coordinator Program to take this course.)

**WCL 0055L Health Unit Coordinator Clinical I** 6 vc  
**SP, su – Prerequisite:** WCL 0050C. Provides -instruction in the use of a specific hospital's computer order entry system. On-the-job training is designed to give the student work experience in hospitals on various nursing units. The experience allows the student to practice health unit coordinating skills learned in the classroom under the supervision of practicing health unit coordinators and the instructor.

**ZOO 1010 General Zoology** 3 cc  
**FA, SP, SU – Corequisite:** ZOO 1010L. Morphological, physiological, and taxonomic aspects of animals are studied. Representative animals are used to illustrate significant characteristics of major and animal groups. Variety of form and function in animals is given considerable emphasis throughout the course. Local beach and marine animals are emphasized. Recommended for biology majors. **Meets AA general education Category VI.**

**ZOO 1010L General Zoology Laboratory** 1 cc  
**FA, SP, SU – Lab Fee. Corequisite:** ZOO 1010. An introductory course with the appropriate microscope and dissection exercises to accompany ZOO 1010. **Meets AA general education Category VI.**

**ZOO 2303 Vertebrate Zoology** 3 cc  
**FA – Prerequisite:** ZOO 1010. **Corequisite:** ZOO 2303L. A survey of the biology of vertebrates, with emphasis on evolution, taxonomy, anatomy, physiology, behavior, and ecology.

**ZOO 2303L Vertebrate Zoology Laboratory** 1 cc  
**FA – Lab Fee. Prerequisite:** ZOO 1010L. **Corequisite:** ZOO 2303. A laboratory course covering the anatomy, taxonomy, and behavior of the vertebrates, including SURvey of related chordates. Dissection of representatives of vertebrate classes, use of taxonomic keys, and a project are included in class assignments.

## **COLLEGE PERSONNEL**

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**Sharon Sanders**, Senior Administrative Assistant

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**Erin Spicer**, Vice President, Academic Affairs (2005)  
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**Nan James**, Senior Executive Assistant

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**Martha Caughey**, Registrar and Director, Admissions (1969)  
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**Maria Blake**, Student Services Representative  
**Trisha Cohron**, Office Assistant  
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*B.A., Macalester College, M.Ed., University of West Florida*  
**Mishel Johnson**, Administrative Assistant  
**Linda Lewandowski**, Instructor (2011)  
*B.A., University of West Florida*  
**Cheryl Sexton**, Professor (1986)  
*B.A., University of Florida, M.A., University of West Florida,  
M.A.T.L. (TESOL), University of Southern Mississippi*  
Academy of Teaching Excellence  
**Margaret Sowa**, Assistant Professor (2008)  
*B.A., William Patterson University, M.A., University of Phoenix*

## Allied Health

**Frances Duncan**, Dean  
**Christa Ruber**, District Department Head (2008)  
*A.A., Technical College of the Low Country, B.S.B.A., Chapman  
University, M.Ed., Ed.D., University of West Florida*  
**Tracy Hunter**, Administrative Assistant  
**Dale Brewer**, Professor (1988)  
*B.S., M.Ed., University of West Florida, Certified Medical Assistant*  
**Liesa Bromet**, Professor (2000)  
*B.S.N., University of Missouri, RDMS:Abdomen, OB/GYN,  
Neurosonology Certifications: RDCS:Adult Echocardiography,  
RVT:Vascular Technology*  
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**Teena Carroll**, Assistant Professor (2009)  
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University of West Florida*  
**Wilma Duncans-Burnett**, Professor (1988)  
*C.R.T.T., A.S., R.R.T., Pensacola Junior College, A.A., Normandale  
Community College*  
Mary Ekdahl Smart Endowed Chair for Health Sciences (2006)  
**Donna Flynn**, Associate Professor (2002)  
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M.S., Troy State University, Certified Medical Assisting, CPC,  
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M.A.T., University of Saint Mary*  
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**Donna Mathias**, Assistant Professor (2007)  
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**Donna Shumway**, Professor (2000)  
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Florida, M.Ed., University of West Florida*  
**Debbie Stallworth**, Dental Clinic Technician  
**Barbara Tarwater**, Associate Professor (2006)  
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Academy of Teaching Excellence



**Margaret Ward**, Professor (1986)  
*B.S., Old Dominion University, R.T., Norfolk General School of Radiologic Technology, M.Ed., University of West Florida*  
 Academy of Teaching Excellence  
**Stephen White**, Assistant Professor (2009)  
*A.A.S., Okaloosa-Walton Junior College, A.A.S., Community College of the Air Force, B.S., Excelsior College*  
 Outstanding New Faculty (2011)

## Athletics

**Thomas J. Gilliam, Jr.**, Vice President  
**Bill Hamilton**, Director (1990)  
*B.A., Huntingdon College, M.Ed., Columbus College*  
**Marcie Grace**, Administrative Assistant  
**LaRita Carter**, Activities Coordinator, Dance, Cheerleading, and Fitness (2005)  
*B.S., University of West Florida*  
**Brad Cowan**, Assistant Coach, Baseball (2010)  
*A.S., Calhoun Community College, B.S., University of West Florida*  
**Leah Drury**, Coach, Women's Basketball (2012)  
*B.S., M.A., University of Alabama*  
**Judy Harrington**, Coordinator, Health Clinic (2003)  
*B.S.N., University of Florida*  
**Rebecca Horn**, Assistant Coach, Softball (2010)  
*B.A., Thomas Moore College*  
**Chris Laird**, Coach, Volleyball (2010)  
*B.S., M.B.A., University of Southern Mississippi*  
**Keith Little**, Coach, Baseball (2008)  
*B.S., Florida State University, M.S., University of West Florida*  
**Keisha McClinic**, Assistant Coach, Women's Basketball (2012)  
*B.S., Middle Tennessee State University, M.S., University of Alabama*  
**Joey Murdock**, Assistant Coach, Men's Basketball, (2010)  
*A.A., Pensacola Junior College, B.S., University of West Florida*  
**John Noski**, Transportation Technician  
**Brenda Pena**, Coach, Softball (1997)  
*A.A., Pensacola Junior College, B.S., University of Florida, M.S., University of West Florida*  
**Pedro (Pete) Pena**, Coach, Men's Basketball (1999)  
*A.A., Pensacola Junior College, B.A., University of Florida*  
**Doug Rogers**, Coordinator, Intramurals (1987)  
*A.A., Pensacola Junior College, B.S., M.S., University of West Florida*

## Baccalaureate Studies and Academic Support

**Erin Spicer**, Vice President  
**Douglas A. Wymer**, Dean, Baccalaureate Studies and Academic Support (2012)  
*B.A., Albion College, J.D., Loyola University, M.A., L.L.M., George Washington University, Ph.D., University of South Carolina*  
**Beth Herndon**, Senior Administrative Assistant  
**Sarah Dowdy**, Office Assistant  
**Karen Roshell**, Coordinator, Curriculum Services (1998)  
*A.A., A.S., Pensacola Junior College, B.S., M.S., Troy University*  
**Yalonda Tibbs**, Document Specialist/Articulation and Assessment (2012)  
*A.A., Pensacola Junior College, B.A., University of West Florida, M.B.A., University of Phoenix*

## Biological Sciences

**Frances Duncan**, Dean  
**Douglas A. Wymer**, District Department Head (2012)  
*B.S., Shorter University, M.S., Clemson University, Ph.D., Tennessee Technological University*  
**Clara Ezell**, Administrative Assistant  
**Robert Campbell**, Instructor (2008)  
*B.S., Youngstown University, M.S., University of West Florida*  
**Neil Clark**, Instructor (1995)  
*A.S., Pensacola Junior College, B.A., State University of New York, M.S., University of West Florida*  
**Matthew Drum**, Assistant Professor (2011)  
*B.S., East Central University, Ph.D., Florida State University*  
**W. Logan Fink**, Professor (1984)  
*B.S., M.S., University of Florida*  
**Susan Giannakis**, Instructor (2012)  
*A.A., Pensacola Junior College, M.S., Florida State University*  
**Christina Goff**, Science Lab Specialist (2012)  
*A.A., Pensacola State College, B.S., University of West Florida*  
**Laura Graham**, Instructor (2012)  
*B.S., Murray State University, M.S., Florida State University*  
**Janice Gregorowicz**, Science Lab Specialist (2006)  
*A.A., Pensacola Junior College, B.S., University of West Florida*  
**Roberta Harvey**, Instructor (2011)  
*B.S., Tulane University, M.S., University of New Orleans*  
**Amy Horner**, Associate Professor (1999)  
*B.S., Guilford College, M.S., North Carolina State University*  
 Academy of Teaching Excellence  
**Janet E. Levins**, Professor (1980)  
*B.S., Florida State University, M.P.H., Tulane University, Ph.D., University of Southern Mississippi*  
**Robyn Ludlum**, Instructor (2011)  
*B.S., University of West Florida, M.S., University of Alabama at Birmingham*  
**Gail McClure**, Science Lab Specialist (2011)  
*B.S., Rhodes College*  
**Jeannie Peden**, Instructor (2011)  
*B.S., Auburn University*  
**Jessica Petersen**, Associate Professor (2006)  
*B.S., Auburn University, M.S., Medical University of South Carolina*  
 Academy Teaching Excellence  
**William Renfroe**, Assistant Professor (2006)  
*D.C., Palmer College of Chiropractic*  
**Mitzi Sowell**, Assistant Professor (2011)  
*B.S., University of Southern Mississippi, M.Ed., Northwestern State University, M.S., M.Ed., University of South Alabama, Ph.D., Auburn University*  
**Rita Thrasher**, Instructor (2008)  
*B.S., M.S., University of West Florida*  
**Jeffery S. Wooters**, Professor (1990)  
*A.S., Lincoln Land Community College, B.S., M.S., University of West Florida*  
 Academy of Teaching Excellence  
**Elizabeth Yelverton**, Assistant Professor (2007)  
*B.S., California Institute of Technology, Ph.D., University of Washington*

## Building and Grounds Services

**Walt Winter**, Director (2002)  
**Charles Knight**, Maintenance Manager (2007)  
*A.S., Community College of the Air Force, A.A.S., Okaloosa-Walton Community College*



**Larry Brewer**, Senior Groundskeeper  
**Tom Carroll**, Senior Groundskeeper  
**Gordon Cartwright**, Irrigation Technician  
**Shawn Davis**, Laborer Supervisor, Maintenance Handling  
**Michael Johnson**, Senior Groundskeeper, Athletics Area  
**Mathew Lambert**, Maintenance Specialist, Transportation  
**Herman Travis**, Senior Groundskeeper  
**David Willis**, Truck Driver/Laborer Lead, Maintenance Handling

## Business

**Steven W. Bannow**, Dean  
**Linda Bloom**, District Department Head, Associate Professor (1987)  
*B.S., Mississippi College, M.S., Ph.D., University of Southern Mississippi*  
 Academy of Teaching Excellence  
**Jack Herndon**, Administrative Assistant  
**Joyce Rogier**, Office Assistant  
**Alan Ammann**, Associate Professor (2004)  
*B.S., M.B.A., D.B.A., Mississippi State University*  
**John Atkins**, Professor (1989)  
*A.S., Central Carolina Technical College, B.S., University of North Carolina Chapel Hill, M. of Econ., M.S., North Carolina State University*  
**Mack Crider**, Instructor (2006)  
*B.S., University of Southwestern Louisiana, M.B.A., M.Ed., University of South Carolina*  
**Elizabeth Evett**, Instructor (2011)  
*B.A., M.S., University of West Florida*  
**Michelle E. Haggard**, Associate Professor (1999)  
*B.A., M.A., University of West Florida, Certified Public Accountant*  
**James Hightower**, Professor (2000)  
*B.A., J.D., University of Alabama*  
**Francis S. Key**, Professor (1976)  
*B.S., Florida A&M University, M.B.A., University of West Florida*  
**Dorinda Lynn**, Professor (1980)  
*A.A., Pensacola Junior College, B.A., M.B.A., University of West Florida, Certified Public Accountant*  
 Academy of Teaching Excellence  
**Audrey Morrison**, Professor (1980)  
*B.A., M.A., University of West Florida, Certified Public Accountant*  
**Carla Rich**, Professor (1983)  
*B.A., University of West Florida, M.B.A., Golden Gate University, D.P.A., University of Alabama*  
**Natasha Simpson-Robinson**, Associate Professor (2003)  
*B.A., Florida A&M University, J.D., Florida State University*  
**Daniel Ward**, Instructor (2011)  
*B.A., University of West Florida, M.S., Troy State University*

## Business Affairs

**Gean Ann Emond**, Vice President, Business Affairs (1991)  
*A.A., Pensacola Junior College, B.A., M.B.A., University of West Florida, Certified Public Accountant*  
**Karen Kilpatrick**, Senior Administrative Assistant  
**Carmel Doyle**, Legal Assistant

## Cashier

**Gean Ann Emond**, Vice President  
**Brenda Carrier**, Bursar (1993)  
*A.A., Pensacola Junior College, B.A., University of West Florida*  
**Mary Henry**, Administrative Assistant  
**Lecia Bradley**, Accounting Clerk  
**Donna Curtis**, Senior Accounting Clerk  
**Radonye Douglas**, Senior Accounting Clerk  
**Barbara Floyd**, Accounting Clerk  
**Janet D. Gilliam**, Senior Accounting Clerk  
**Coreen Goben**, Administrative Assistant  
**Bradley Hill**, Finance Coordinator (2007)  
*A.A., Pensacola Junior College, B.S.B.A., University of West Florida*  
**Mary Beth Johnson**, Accounting Specialist  
**Nadine Lane**, Financial Aid/Veteran Services Representative  
**Barbara McLean**, Accounting Specialist  
**Misty Stevens**, Senior Accounting Clerk  
**Anesia Watkins**, Coordinator, Student Accounting (2010)  
*A.S., Tidewater Community College, B.S., University of West Florida*

## Career and Technical Education Student Resources

**Dan Busse**, Dean  
**Laurie Winterberg**, Director  
*A.A.S., Tidewater Community College, B.S., University of the State of New York, M.S., Troy State University*  
**Damarcus Smith**, Coordinator (2008)  
*B.A., University of West Florida*  
**Stephanie P. Jones**, Program Specialist (2011)  
*B.A., University of West Florida*

## College Development/Foundation and Alumni Affairs

**Patrice Whitten**, Executive Director (1992)  
*A.A., Pensacola Junior College, B.A., University of West Florida, Certified Fund Raising Executive*  
**Rachel Strouse**, Senior Administrative Assistant  
**Jodi Gup**, Director, Development & Annual Giving and Alumni Affairs (2011)  
*B.A., Tulane University*  
**Sharon Halford**, Development Specialist  
**Lynn Hobbs**, Business Manager (2000)  
*B.S., Auburn, M.B.A., Troy State University, Certified Public Accountant*  
**Angela McGhee**, Manager, Donor Relations (2007)  
*A.A., Pensacola Junior College, B.A., University of West Florida*  
**Rosemary Ropke**, Accounting Specialist  
**Tina Simpson**, Manager, Database and Reporting (2010)  
*A.A., Pensacola Junior College*

## Century Center

**Frances Duncan**, Dean  
**Paula Jernigan**, Director (2012)  
*A.A., Lake-Sumter Community College, B.A., M.Ed., University of West Florida*  
**Mary Frances Frazier**, Administrative Assistant  
**Cesar Gonzalez**, Maintenance and Security Technician

## Collegiate High

**Brenda Kelly**, Dean

**Joseph Kyle**, Principal (1993)

*A.A., Pensacola Junior College, B.S., Florida A&M University, M.S., Troy State University, Ed.S., University of West Florida*

**Sherrill Halftown**, Administrative Assistant

**Tara Brown**, Office Assistant

**Catherine Buskey**, Office Assistant

**Karen Atkins-Harris**, Professor/Counselor (1996)

*B.S., M.S., Troy State University*

**Shirlaura Bremer**, Instructor (2008)

*B.S., University of Southwest Louisiana, M.S., William Carey College*

Academy of Teaching Excellence

**Joyce Daniels**, Assistant Professor (2001)

*B.S., Florida State University*

**Deborah P. Friedman**, Professor (1988)

*A.A., Pensacola Junior College, B.A., University of West Florida, M.S., Troy State University*

Academy of Teaching Excellence

**Joyce Hopson Longmire**, Professor (1977)

*B.S., M.S., University of Arkansas, Community College Specialist in Business Education, Arkansas State University, Ph.D., University of Missouri at Columbia*

Academy of Teaching Excellence

**Deborah McClintock**, Assistant Professor (2007)

*A.A., Pensacola Junior College, B.S., West Virginia University*  
Outstanding New Faculty (2010)

**Kelsey Powell**, Instructor (2011)

*A.A., Pensacola Junior College, B.A., M.Ed., University of West Florida*

**Melissa Sears**, Instructor (2011)

*B.S., Nichols State University, M.S., Nova Southeastern University*

**Shirl Shaw**, Assistant Professor (2001)

*A.A., Pensacola Junior College, B.A., University of West Florida*  
Academy of Teaching Excellence

**Kevin Slattery**, Professor (1986)

*B.A., Loyola University, M.A., University of West Florida*

**Charles E. Voltz**, Assistant Professor (1996)

*B.S., M.S., University of Wisconsin at Madison*

**Carla Williams**, Assistant Professor (1998)

*A.A., Pensacola Junior College, B.S., Florida State University*  
*M.Ed., University of West Florida*

Academy of Teaching Excellence

## Comptroller's

**Gean Ann Emond**, Vice President

**Jackie Padilla**, Comptroller (1996)

*A.A., Pensacola Junior College, B.S., M.A., University of West Florida, Certified Public Accountant*

**Lanatta Barrett**, Senior Administrative Assistant

**Ella Barker**, Coordinator, General Accounting (1987)

*A.A., Pensacola Junior College, B.S.B.A., M.Acc., University of West Florida*

**Jeanne Branch**, Capital Outlay Accountant (2003)

*A.A., Pensacola Junior College, B.S.B.A., M.Acc., University of West Florida*

**Donna Carlisle**, Accounting Assistant

**Frances Jackson**, Accounting Specialist, General Accounting

**Vauna Long**, Restricted Accounting Specialist

**Brenda Pou**, Senior Accounting Clerk, Accounts Payable

**Sandra Randall**, Senior Accounting Clerk, Accounts Payable

**Vickie Thorn**, Grant Accountant (2005)

*B.B.A., Delta State University*

**Sheryl Walker**, Assistant Comptroller (2012)

*A.A., Pensacola Junior College, B.S., M.A., University of West Florida, Certified Public Accountant*

## Computer Science

**Dan Busse**, Dean

**Sue Halfhill**, Director, Applied Technology (2002)

*A.A., Pensacola Junior College, B.A., Florida State University, M.S., University of West Florida, Ed.D., University of Central Florida*

**Janet Witt**, Senior Administrative Assistant

**Phyllis Berry-Bickham**, Administrative Assistant

**Michel Boillot**, Professor (1970)

*B.A., M.S., University of Wisconsin, Ed.D., Nova Southeastern University*

**Richard Cacace**, Professor (1996)

*B.S., U.S. Naval Academy, M.S., University of West Florida*  
Academy of Teaching Excellence

**Wayne Horn**, Professor (1969)

*B.S., M.Ed., University of Arizona, M.A.S., Southern Methodist University, Ed.D., Florida State University*

**Richard Kirk**, Instructor (2001)

*B.S., Clemson University, M.S., University of West Florida*

**Vai Kumar**, Associate Professor (2003)

*B.S., University of Madras, M.S., University of West Florida*

**Yin-Chieh Lemley**, Professor (1986)

*B.A., National Chung Hsing University, B.S., M.S., M.Ed., Ed.S., Ed.D., University of West Florida*

**Eris Reddoch**, Professor (1985)

*B.A., B.S., M.Ed., M.B.A., University of West Florida*  
Academy of Teaching Excellence

## Continuing Education

**Dan Busse**, Dean

**Frances Yeo**, Coordinator (2010)

*B.S., University of West Florida*

**Beverly Donnell**, Administrative Assistant

## Developmental Studies

**Brenda Kelly**, Dean

**Tracy Peyton**, District Department Head, Professor (1997)

*A.S., Jefferson State Junior College, B.A., University of Alabama, M.A., University of Alabama at Birmingham, Ed.D., University of West Florida*

Outstanding New Faculty (1999)

Academy of Teaching Excellence

**Cathy Rowe**, Administrative Assistant

**Morris Buchanan**, Associate Professor (2004)

*B.S., University of Southern Mississippi, M.S., University of West Florida*

**Joan Burkhardt**, Associate Professor (1996)

*B.S., University of South Alabama*

**Tamares Cockfield**, Instructor (2011)

*A.A., B.A., University of North Florida, M.Ed., Florida Agricultural and Mechanical University*

**Diane Cole**, Professor (1997)

*B.A., M.A., Western Illinois University, M.S., St. Thomas University*

**S. Greg Hardin**, Assistant Professor (1993)

*B.S., University of Tennessee, B.S., M.S., University of West Florida*

**Pat Horacek**, Professor, Mathematics (1987)  
*B.S., M.S., Pensacola Christian College, M.A., University of West Florida*  
Academy of Teaching Excellence

**Paula Ingram**, Professor (1998)  
*B.S., University of Illinois, M.A., Ed.S., Ed.D., University of West Florida*  
Academy of Teaching Excellence

**Kathryn Merritt**, Associate Professor (1991)  
*A.A., Pensacola Junior College, B.S., Florida State University*  
*Outstanding New Faculty (1993)*  
Academy of Teaching Excellence

**Elaine Miller**, Professor (1993)  
*A.A., Pensacola Junior College, B.S., University of West Florida, M.S., University of Southern Mississippi*  
Academy of Teaching Excellence

**Peter E. Nash**, Associate Professor (1981)  
*A.A.S., Dental Lab, Greenville Tech., B.S., Ferris State College*  
*M.Ed., University of West Florida, C.D.T., University of North Carolina, Chapel Hill and Atlanta College of Medicine and Dentistry*

Academy of Teaching Excellence

**Christine Prendergast**, Instructor (2003)  
*A.A., Brevard Community College, B.A., University of Central Florida, M.A., University of South Alabama*

**Michael Sabroski**, Learning Lab Supervisor, Math

**Sara Smith**, Learning Lab Supervisor, Reading/Writing (2011)  
*B.A., Florida State University, M.A., University of West Florida*

**Sarah Snyder**, Computer Lab Technician

**Reginald Todd**, Instructor (2011)  
*B.S., Florida Agricultural and Mechanical University, M.Ed., Ed.S., University of West Florida*

## Education

**Brenda Kelly**, Dean

**Thomas Leonard**, Director (2006)

**Brenda Brantley**, Administrative Assistant

**Vicki Carson**, Assistant Professor (1980)  
*B.S.E., University of Arkansas, M.A., University of Alabama*

**Elizabeth Persons**, Associate Professor (2004)  
*B.A., M.Ed., University of West Florida*  
Outstanding New Faculty Member (2006)

**Jane Spruill**, Professor (1990)  
*B.S., M.S., Texas Tech University*  
Academy of Teaching Excellence

**Paul Swanson**, Instructor (1997)  
*B.S., Iowa State University, M.A., Northwestern University*

**Elizabeth Werre**, Professor (1988)  
*B.S., M.S., University of North Dakota*  
Academy of Teaching Excellence

**Mary Louise Winter**, Instructor (2001)  
*B.A., University of Connecticut, M.Ed., University of West Florida*

## Educational Opportunity Center

**Thomas J. Gilliam, Jr.**, Vice President

**Rebecca Causey**, Project Director (1989)  
*B.S., M.S., Ph.D., University of Southern Mississippi*

**Mary Betances**, Administrative Assistant

**Gail Davis**, Student Services Specialist (2001)  
*B.S., M.Ed., Troy State University*

**Marybeth Ernzen**, Student Services Specialist (2011)  
*M.S., Ed.D., Old Dominion University*

**Robin Giacin**, Student Services Specialist (1997)  
*B.S., M.S., Troy State University*

**Barbara Jones**, Student Services Specialist (2010)  
*B.S., Troy State University*

**Nwobiari (Obi) Kalu**, Student Services Specialist (2012)

## Educational Talent Search

**Thomas J. Gilliam, Jr.**, Vice President

**Linda Sheppard**, Program Director (1991)  
*B.S., University of Texas at Austin, M.S., Troy University*

**Betty Ellis**, Administrative Assistant

**Lynne Butcher**, Student Systems Specialist (1998)  
*A.A., Pensacola Junior College, B.S., University of West Florida*

**Kimberly Calloway-Schledt**, Student Systems Specialist (2005)  
*A.S., A.A., Pensacola Junior College, B.S., University of West Florida, M.P.A., Troy University*

**Kelly McGaughey**, Student Systems Specialist (2011)  
*B.A., University of Massachusetts, M.Ed., University of West Florida*

## E-Learning

**Steven W. Bannow**, Dean

**Bill Waters**, Director, e-Learning and Planetarium (1987)  
*B.A., University of West Florida, M.A., M.M., Florida State University, Ph.D., Florida State University*

**Rose Hall**, Administrative Assistant

**Paul Chaney**, Instructional Technologist (2001)  
*A.S., Pensacola Junior College, B.F.A., Atlanta College of Art*

**Wanda Edwards**, Instructional Technologist (2011)  
*B.S., M.Ed., University of West Florida*

**Billy Jackson**, Distance Learning Specialist

**Daulta Niles**, Instructional Technologist (1999)  
*A.A., Pensacola Junior College, B.S., Southern Illinois University*

**Holly Vaughn**, Instructional Technologist (2001)  
*B.A., Lynchburg College, B.A., M.Ed., University of West Florida*

## Engineering Technology

**Dan Busse**, Dean

**Sue Halfhill**, Director, Applied Technology

**Phyllis Berry-Bickham**, Administrative Assistant

**Larry Ball**, Professor (2000)  
*A.A., A.S., Pensacola Junior College, B.S., University of West Florida*

**Tim Bone**, Professor (1986)  
*B.S., Florida State University, M.S., University of West Florida*

**Michael Cannon**, Professor (1992)  
*B.S., East Tennessee State University*

**Anthony Harris**, Professor/Counselor (1986)  
*B.S., M.S., Alabama State University*

**Michael Hayes**, Instructor (2006)  
*B.A., Texas Tech University*

## English and Communications

**Brenda Kelly**, Dean

**Thom Botsford**, District Department Head, Professor (1986)  
*B.A., M.A.C.T., Auburn University*

**Sandra Vick**, Administrative Assistant

**Stacey Albaugh**, Professor (1999)  
*A.S., Jefferson Davis Junior College, B.A., M.A., University of West Florida*

**Paige Anderson**, Professor (1997)  
*B.A., M.A., Emory University*

Academy of Teaching Excellence  
**Thomas L Bailey**, Professor (1981)  
*B.A., Emory University, M.A., University of Florida*  
 Academy of Teaching Excellence  
**Jennifer Ehrhardt**, Associate Professor (2004)  
*B.A., M.A., Ed. S., Ed.D., University of West Florida*  
 Academy of Teaching Excellence  
**William Fisher**, Assistant Professor (1987)  
*B.S., M.A., University of Kansas*  
**Rodney Garrett**, Professor (1999)  
*B.A., Auburn University, M.A., University of Alabama, Ed.S., Auburn University*  
 Academy of Teaching Excellence  
**Carol Hemmye**, Professor (1989)  
*B.A., University of Puerto Rico, M.A., State University of New York, Ed.D., University of West Florida*  
 Academy of Teaching Excellence  
**Kenneth J. McAfferty**, Professor (1984)  
*B.A., M.A., University of Northern Colorado*  
 Academy of Teaching Excellence  
**Todd Neuman**, Professor (2000)  
*A.A., Pensacola Junior College, B.A., M.A., University of West*  
 Outstanding New Faculty (2002)  
 Academy of Teaching Excellence  
**Keith R. Prendergast**, Associate Professor (1984)  
*A.A., Okaloosa-Walton Junior College, B.A., M.A., University of West Florida*  
**Brigitte Robinson**, Assistant Professor (2006)  
*A.A., Pensacola Junior College, B.A., M.A., Ed.D., University of West Florida*  
**Jelle Roos**, Professor (1980)  
*A.A., Miami-Dade Junior College, B.A., Florida-Atlantic University, M.S., Florida State University*  
**Debra Ryals**, Assistant Professor (2012)  
*B.S., Pensacola Christian College, M.A., Westfield State College, Ph.D. Indiana University of Pennsylvania*  
 Academy of Teaching Excellence  
**Julia Ruengert**, Professor (2003)  
*B.S., Harris-Stowe State College, M.A., University of Arkansas*  
 Academy of Teaching Excellence  
**K. Blaine Wall**, Professor (2003)  
*B.A., M.Ed., William Carey College*  
 Academy of Teaching Excellence  
**Michael Will**, Assistant Professor (2008)  
*B.A., Louisiana State University, M.A., Arizona State University*  
**Raymond H. Wolf**, Associate Professor (1989)  
*B.A., M.T., Central State University, Ph.D., Florida State University*  
**Guangping Zeng**, Professor of English (1993)  
*B.A., M.A., Shanghai International Studies University, Ph.D., Indiana University of Pennsylvania*  
 Academy of Teaching Excellence  
**Narla Zinerman**, Professor (1995)  
*B.A., University of Florida, M.Ed., University of West Florida*  
 Academy of Teaching Excellence

## Enrollment Services/Academic Advising

**Thomas J. Gilliam, Jr.**, Vice President  
**Kathy Dutremble**, Director (2005)  
*B.S., M.Ed., University of Montevallo*  
**Summer Kreiser**, Recruitment/Retention Specialist  
**William David Beck**, Associate Professor/Counselor (1981)  
*B.S., M.A., University of Alabama*  
**Jeff Benjamin**, Recruitment Specialist (2011)  
*B.S., M.Ed., University of West Florida*  
**Monique Collins**, Coordinator, Center for Advising & Career Services (2003)  
*B.A., M.S., Troy University, Ed.D., University of West Florida*  
**Sandra Colville**, Advising Career Specialist  
**Chad Davis**, Recruitment Coordinator, (2012)  
**Mary Esslinger**, Academic Advisor (1993)  
*B.A., University of Mississippi, M.Ed., Auburn University-Montgomery*  
**Debbie Gerard**, Academic Advisor (1987)  
*A.A., Pensacola Junior College, B.A., University of West Florida*  
**Linda Olvera**, Recruitment Specialist (2012)  
**Drucilla Thomas**, Academic Advisor (2006)  
*A.S., Pensacola Junior College, B.S., M.S., Florida Agriculture and Mechanical University, Ed.D., University of West Florida*

## Facilities Planning and Construction

**Diane Baxter**, Director (2010)  
**Betty Freeney**, Administrative Assistant  
**Larry Hunt**, Maintenance Specialist  
**Michael Nash**, Maintenance Specialist  
**John Rockey**, Maintenance Specialist (Electrical)  
**William Warner**, Maintenance Manager

## Financial Aid/Veterans Services

**Gean Ann Emond**, Vice President  
**Nan Jackson**, Student Financial Services Manager (2011)  
*B.A., University of West Florida*  
**Karen Kessler**, Director, Financial Aid (2001)  
*B.A., Belhaven College*  
**Michelle Branch**, Financial Aid Representative Assistant  
**C. Susan Bryan**, Financial Aid/Veteran Services Representative  
**Stacy Carlson**, Coordinator, Scholarships/FA Advisor (2012)  
 Coordinator, Scholarships/ FA Advisor  
*B.S., University of Maryland University College*  
**Mike Driggers**, Financial Aid/Veteran Services Specialist  
**Elizabeth Faires**, Financial Aid/Veteran Services  
**Edith Fox**, Financial Aid/Veteran Services Representative  
**Coreen Goben**, Administrative Assistant, Financial Aid  
**Rob Goben**, Financial Aid/Veteran Services Specialist  
**Lynn Harrell**, Financial Aid Representative Assistant  
**Stephen Hill**, Financial Aid/Veteran Services Specialist  
**Lois Hurd**, Financial Aid/Veteran Services Representative  
**Traci Jones**, Financial Aid/Veteran Services Representative  
**Nadine Lane**, Financial Aid/Veteran Services Representative  
**Carolyn Laster**, Financial Aid/Veteran Services Representative  
**Pat Owens**, Scholarship Representative  
**Anh Seegert**, Coordinator, Financial Aid (2011)  
*A.A., Wharton County Community College, B.S.B.A., University of West Florida*  
**Chela Smith**, Financial Aid/Veteran Services Representative  
**John Warren**, Financial Aid/Veteran Services Representative  
**Melanie Whitehouse**, Financial Aid/Veteran Services Representative

## General Studies

**Brenda Kelly**, Dean, General Studies, Professor (1996)  
*B.A., Spring Hill College, M.A., Ed.S., Ed.D., University of West Florida*  
 Academy of Teaching Excellence  
**Barbara Wells**, Senior Administrative Assistant

## History, Languages, and Social Sciences

**Brenda Kelly**, Dean  
**Susan Morgan**, District Department Head, Professor (1989)  
*B.A., Berry College, M.A., University of West Florida*  
 Academy of Teaching Excellence  
**Elena Moore**, Assistant Department Head (2012)  
**Kevin Boyer**, Administrative Assistant  
**Amber Carey**, Instructor (2011)  
*B.A., M.A., Auburn University*  
**Sandra Emory**, Associate Professor (2004)  
*B.A., San Diego State University, M.A., University of New Mexico*  
**Michael Gilbert**, Associate Professor (1989)  
*B.A., M.A., University of Southern Mississippi*  
**Sharon Harmon**, Professor (1990)  
*B.A., Wittenberg University, M.A., University of West Florida*  
 Academy of Teaching Excellence  
**John Holder**, Assistant Professor (2009)  
*B.A., M.A., University of West Florida*  
 Academy of Teaching Excellence  
**Yemisi Milledge**, Instructor (2011)  
*B.A., Albany State University, M.S., Emporia State University*  
**Monisa Mooney**, Associate Professor (2006)  
*B.S., University of Southern Mississippi, M.A., University of South Alabama, Ph.D., Louisiana State University*  
**Brian Rucker**, Professor (1996)  
*A.A., Pensacola Junior College, B.A., M.A., University of West Florida, Ph.D., Florida State University*  
 Academy of Teaching Excellence  
**Darlene Mosely**, Instructor (2011)  
*B.S., Toccoa Falls College, M.S., Troy State University*  
**Charles Schuler**, Professor (1990)  
*B.A., Florida State University, M.A., University of California, Los Angeles, Ph.D., Florida State University*  
 Academy of Teaching Excellence  
**Lisa Sims**, Professor (2003)  
*B.A., Millsaps College, M.A., University of Southern Mississippi*  
 Academy of Teaching Excellence  
**Matt Stanfill**, Instructor (2011)  
*B.A., California State University, M.A., Florida State University*  
**Vincent Sullivan**, Professor (1974)  
*B.S., Spring Hill College, M.A., University of South Alabama, Ed.D., Florida State University*  
 Academy of Teaching Excellence  
**Zeida Ward**, Professor (1991)  
*B.A., M.A., University of West Florida, M.A., University of California, Berkeley*  
 Academy of Teaching Excellence

## Human Resources

**Tammy R. Henderson**, Director (1994)  
*B.A., Marshall University, M.S., Troy State University*  
**Debra Compton**, Senior Administrative Assistant  
**Abrenda Adams**, Human Resources Representative  
**Sandra Brown**, Office Assistant  
**Andreina Fowler**, Human Resources Specialist  
**Rhonda A. Likely**, Assistant Director (1982)  
*A.S., Pensacola Junior College, B.S., University of West Florida*  
*Certified Records Manager*  
**Tanesha McCreary**, Employment Specialist  
**Juan Reyes**, Benefits Administrator (2012)  
*B.A., Northern Arizona University*  
**Monica Williams**, Human Resources Representative

## Information Technology Services

**Carolyn Phillips**, Chief Information Officer (1973)  
*B.S., University of West Florida, M.S., Troy State University*  
**Linda Ripley**, Senior Administrative Assistant  
**Jonathan Alexander**, Senior Computer Systems Analyst (1999)  
*A.A., Pensacola Junior College, B.S., University of West Florida*  
**Frank Asprer**, Internet System Analyst (2011)  
*B.S., University of West Florida*  
**Jamie Beck**, Systems Support Analyst (1995)  
*A.A., Pensacola Junior College, B.S., M.S., University of West Florida*  
**Barry Coker**, Computer System Analyst (1998)  
*A.S., Phillips College, A.A., Pensacola Junior College, B.S., M.S., University of West Florida*  
**David Courington**, Network Administrator (2011)  
*B.A., University of Alabama, M.S. U.S., University of New Orleans*  
**Ralph Crago**, Systems Support Analyst (2002)  
*B.A., University of West Florida*  
**Michelle Dean**, Computer System Analyst (1996)  
*A.A., Pensacola Junior College, B.S., University of West Florida*  
**David DeLarge**, Computer System Analyst (1993)  
*A.S., Pierce Junior College*  
**Cookie Duncan**, Network Systems Analyst (2000)  
*B.S., William Carey College*  
**Winston Fish**, Electronics Technician  
**Frederick Forehand**, Telecommunications Network Analyst (2003)  
*A.S., Jefferson Davis College, A.S., Community College of the U.S.A.F.*  
**Richard Fowler**, Computer System Analyst (2008)  
*B.S., University of Southwest Louisiana, M.B.A., University of New Orleans*  
**Liz Gomez**, Director, Technology Support (1999)  
*A.A., Pensacola Junior College*  
**Mary Graves**, Computer System Analyst (1993)  
*A.A., Pensacola Junior College, B.S., University of West Florida*  
**Evelyn Gutknecht**, Computer System Analyst (1984)  
*A.A., Pensacola Junior College, B.A., University of West Florida*  
**Kay Hanson**, System and Computer Operation Technician  
**Erin Hernandez**, Systems Support Analyst (1988)  
*B.S., University of West Florida*  
**Wayne Hill**, Senior Computer System Analyst (1998)  
*A.S., Daytona Beach Community College, B.A., University of West Florida*  
**Erica Hilton**, Help Desk Specialist  
**Jim Hines**, Coordinator, Microcomputer Support (1998)

A.S., Pensacola Junior College, CompTIA Network+ Certification  
CompTIA A+ Certification

**Mike Hual**, Senior Coordinator (1981)

A.A., Pensacola Junior College, B.S., University of West Florida

**Todd Johnson**, Internet Systems Analyst (2012)

B.S., University of West Florida

**Charles (Bill) Jones**, Telecommunications Network Analyst (1978)  
CCNA

**Gregory King**, Computer Lab Technician

**Jason King**, Senior Internet System Analyst (2001)

A.A., Pensacola Junior College, A.S., Okaloosa-Walton Community  
College, B.S., University of West Florida

**Randy Lett**, Microcomputer Specialist (2010)

**Melissa Lister**, Internet Systems Analyst (2012)

B.A., M.Ed., University of West Florida

**Julie Mandel**, Documentation Technologist (2008)

A.S., Pensacola Junior College, B.S., University of West Florida

**Beau McHenry**, Systems Coordinator (1993)

A.A., Jefferson Davis Junior College, B.S., Troy State University

**William Meloy**, Director, Computer Services and  
Telecommunications (2004)

A.A., B.S., University of West Florida, M.P.A., Troy University

**Bert E. Merritt**, Director, MIS Support (1986)

B.S., University of West Florida

**James Mills**, Senior Systems and Computer Operations Technician

**Clint Morgan**, Computer Lab Technician

**Madonna Parker**, Computer System Analyst (1999)

A.A., Pensacola Junior College, B.S., University of West Florida

**Tyce Parker**, Computer System Analyst (1998)

A.A., Hillsborough Community College, A.A., Community College of  
the Air Force, B.S., University of West Florida

**Karol Robertson**, Help Desk Specialist

**David Romero**, Computer Lab Technician

**Ferdinand Sapiera**, Computer Lab Technician

**Gregory Simpson**, Multimedia Specialist

**Jeffrey Starke**, Senior Computer Systems Analyst (1992)

A.S., Bronx Community College, B.S., Dominican College

**Bruce Summers**, Technician Senior System & Computer Operation  
Technician

**Tammy Vander-Hey**, System Coordinator (2003)

B.S., University of West Florida

**Jeff Ward**, Information Security Manager (1999)

A.A., Pensacola Junior College, B.A., B.S., M.S., University of West  
Florida

**Keith Ward**, Network Administrator (1998)

A.A., Pensacola Junior College, Certified Novell Administrator

**Patricia Warner**, Computer System Analyst (2008)

B.A., University of Wisconsin-Whitewater

**Donna Woodcock**, FCCC Consortium Specialist (1998)

**Steven Zukowski**, Computer System Analyst (1999)

A.A., Pensacola Junior College

## Information Technology

**Dan Busse**, Dean

**Sue Halfhill**, Director of Applied Technology

**Jim Drennen**, Professor (1982)

CCNP, CCAI, CCDP, CISSP. *Certified Electronics Technician, A.S.,  
Pensacola Junior College*

B.S., University of West Florida

**Robert Pratten**, Instructor (2009)

A.A., Pensacola Junior College, B.S., University of West Florida

CCAI

## Institutional Diversity

**Gael Frazer**, Associate Vice President, Institutional Diversity  
(1989)

B.A., M.S., State University of New York at Albany, J.D., Howard  
University

**Mary Scott**, Executive Assistant

## Institutional Effectiveness and Grants

**Debbie Douma**, Dean (1999)

A.A., Irvine Valley College, B.A., M.S.A., University of West Florida,  
Ed.D., University of Florida

**Sheran Noles**, Senior Administrative Assistant

**Robbie A. Gregg**, Research Specialist (2008)

B.S., Excelsior College

**Jamie Russell**, Grant Writer (2010)

B.A., National University

## Library Services

**Steven W. Bannow**, Dean

**Winifred Bradley**, District Department Head Libraries (1988)

B.S., Florida Agricultural and Mechanical University, M.L.S.,  
Florida State University

**Rebecca Nicklow**, Administrative Assistant

**LisaMarie Bartusik**, Coordinator, Reader Services/Collection  
Development (2012)

B.S., Kutztown University, M.L.S., Drexel University

**Linda V. Broyles**, Director, Library Technical Services (2004)

B.A., Indiana University at South Bend, M.L.S., Indiana University

**Annie Blackwell**, Library Technician

**Dwight Chavis**, Library Circulation Technician, Milton

**William Fitzgerald**, Library Technician, Warrington

**Darene Harris**, Library Acquisitions Technician

**Margaret Henderson**, Instructor/Librarian (2011)

B.A., State University of New York, M.S., University of Buffalo

**Cindy Koklas**, Library Technician

**Greg Ledet**, Library Specialist, Milton

**Roberta Martin**, Library Circulation Technician

**Sandra Neal**, Library Circulation Technician, Milton

**Wanda Osborne**, Library Acquisitions Technician

**Dorothy Perry**, Professor/Librarian, Warrington (1983)

A.A., Miami-Dade Junior College, B.A., M.L.S., Florida State  
University

**Charlotte Sweeny**, Professor/Librarian, Milton (1990)

B.S., University of South Alabama, M.L.S., University of Southern  
Mississippi

**Jennifer Tart**, Library Acquisitions Technician

**Virginia Vail**, Professor/Librarian (1989)

B.A., University of West Florida, M.L.S., University of Alabama

**Martha Weyels**, Library Serials Technician

**Theresa Wilkes**, Library Circulation Technician, Warrington

**Linda Winesett**, Library Acquisitions Technician

## Maintenance Services

**Michael Allen**, Maintenance Specialist (Electrical)  
**Ernest Banks**, Maintenance Technician (Electrical)  
**Michael Barrett**, Maintenance Specialist (HVAC)  
**Wayne Faires**, Maintenance Specialist, Milton (HVAC)  
**Wayne Henry**, Maintenance Supervisor, Milton (HVAC)  
**Kevin Hofer**, Maintenance Manager, Mechanical & Electrical  
**Kristopher Kembro**, Maintenance Technician (Electrical)  
**Thomas Kurant**, Campus Facilities Supervisor, Warrington  
**Charles Messer**, Maintenance Technician, Milton (HVAC)  
**Don Oglesby**, Maintenance Specialist (HVAC)  
**Paul Owens**, Maintenance Specialist, Warrington (HVAC)  
**Scott Russell**, Maintenance Specialist (HVAC)  
**Randy Studdard**, Maintenance Specialist (HVAC)  
**Michael Womble**, Maintenance Specialist (HVAC)

## Mathematics

**Brenda Kelly**, Dean  
**Vicki Schell**, District Department Head (2003)  
*B.S., Davis and Elkins College, M.A., Northeast Missouri State University, Ph.D., Northern Illinois University*  
**Teresa Jackson**, Administrative Assistant  
**Sharon Adams**, Instructor (2011)  
*A.A., Okaloosa-Walton Junior College, B.A., M.A., University of West Florida*  
**Mary Benson**, Professor (2002)  
*B.A., La Salle University, M.S., Eastern Kentucky University*  
Academy of Teaching Excellence  
**Gregory Bloxom**, Assistant Professor (2006)  
*B.S. Shepherd College, M.S. University of West Florida*  
**Jennifer Brahier**, Associate Professor (2005)  
*B.S., M.S., University of West Florida*  
**Lynn Cade**, Professor (1988)  
*A.A., Bishop State Junior College, B.S., Alabama State University, M.A., University of West Florida*  
**Jeremy Carr**, Instructor (1996)  
*B.S., M.S., University of South Alabama*  
**Peter Falzone**, Associate Professor (2000)  
*A.A., Pensacola Junior College, B.S., M.S.T., University of Florida*  
**Mary Anne Petruska**, Professor (1996)  
*A.A., Pensacola Junior College, B.S., M.S., University of West Florida*  
Academy of Teaching Excellence  
**Katherine Schultz**, Associate Professor (2006)  
*M.A., University of West Florida*  
**Chad Smudde**, Instructor (2007)  
*B.A., M.A., University of South Florida*  
Outstanding New Faculty (2009)  
**Kevin Spencer**, Instructor (2011)  
*B.S., M.S., Jacksonville State University*  
**Sharon (Jo) Spencer**, Professor (1987)  
*B.S., Mary Washington College, M.A., University of West Florida*  
Academy of Teaching Excellence  
**Chris Turner**, Assistant Professor (2003)  
*B.S., M.S., Arkansas State University*  
**Casey Williams**, Instructor (2010)  
*B.S., Kennesaw State University, M.S., University of West Florida*

## Marketing and College Information

**Vacant**, Director  
**Rhonda Basler**, Administrative Assistant  
**Robin Mertins**, Coordinator, Art and Graphics (1998)  
*B.A., Florida State University*

## Milton Campus

**Erin Spicer**, Vice President  
**Anthea Amos**, Dean (2003)  
*A.A., Pensacola Junior College, B.A., University of West Florida, M.A., University of Southern Mississippi, M.A., Fort Hays State University, Ph.D., Capella University*  
**Dawn Loyed**, Executive Assistant  
**Tonie Anderson**, Professor/Counselor (1991)  
*A.A., Pensacola Junior College, B.A., Ed.S., University of West Florida, M.S., Troy State University, Ed.D., University of West Florida*  
**Debra Bigelow-Jordan**, Student Services Representative  
**Arthur Branch**, Coordinator Fitness Center and Student Leadership and Activities (2000)  
*A.A., Pensacola Junior College, B.S., M.S., University of West Florida*  
Academy of Teaching Excellence  
**Larry Brook**, Senior Groundskeeper  
**Cammie Buchanan**, Administrative Assistant  
**Wavolene Kelly**, Administrative Assistant  
**Jeff Massey**, Computer Lab Technician  
**Cindy Minor**, Academic Advisor (1996)  
*B.A., M.A., University of West Florida, M.S.M., Troy State University*  
**Terri Parker**, Student Services Representative  
**Sara Wilson**, Director, Student Services (2011)  
*A.A., Pensacola Junior College, B.A., University of West Florida, M.S., Troy University*

## Nursing

**Frances Duncan**, Dean  
**Dusti Sluder**, Director, Instructor (2008)  
*A.S., Pensacola Junior College, B.S.N., University of South Alabama, M.S.N., Walden University*  
**Zina Johnson**, Administrative Assistant  
**Constance Ackeret**, Instructor (2009)  
*B.S.N., Purdue University, M.S.N., Walden University*  
**Judith Evans**, Assistant Director, Instructor (2006)  
*A.S., Pensacola Junior College, B.S.N., M.S.N., University of South Alabama*  
**Lauri Holt**, Instructor (2011)  
*A.A., Northwest Florida State College, B.S.N., M.S.N., University of South Alabama*  
**Patricia Jones**, Assistant Professor (1995)  
*B.S.N., University of West Florida, M.S.N., University of Miami*  
**Uletha Jones**, Assistant Professor (2009)  
*A.S., Genesee Community College, B.S.N., University of Rochester, M.S.N., University of Phoenix*  
**Summer Kennedy**, Instructor (2010)  
*A.A., Pensacola Junior College, B.S.N., M.S.N., University of South Alabama*  
**Jana Lyner**, Assistant Professor (2005)

*B.S.N., Jacksonville State University, M.S.N., University of Phoenix*

**Anna Mae Maano**, Instructor (2009)

*A.S., Pensacola Junior College, B.S.N., University of West Florida*

**Pat Miller-Coburn**, Associate Professor (2004)

*A.A.S., Elizabethtown Community College, B.S., D.C., Palmer Chiropractic College*

**Johnnie Mixon**, Instructor (2009)

*B.S., Florida State University, B.S.N., Western Governors University, M.Ed., Florida Agricultural and Mechanical University*

**Kelly M. Prince**, Instructor (2012)

*A.S., Pensacola Junior College, B.S.N., University of South Alabama, M.S.N., Frontier Nursing University*

**Catherine Rowe**, Instructor (2011)

*M.S.N., University of Phoenix*

**Angela Sanders**, Assistant Professor (2006)

*B.S.N., Florida Southern College, M.S.N., University of Phoenix*

**Cynthia Smith-Peters**, Assistant Professor (2006)

*B.S.N., University of South Alabama, M.S., University of West Florida, M.S.N., University of South Alabama*

**Carol Stinson**, Professor (1992)

*B.S.N., Loma Linda University, M.S.N., University of South Alabama*

**Mary Turner**, Associate Professor (1997)

*B.S.N., St. Louis University, M.S.N., University of Missouri*  
Academy of Teaching Excellence

**Kelly Walker**, Instructor (2012)

*B.S.N., University of Alabama, M.S.N. University of Phoenix*

**Trenise Warren**, Instructor (2011)

*A.A.S., Bishop State Community College, B.S.N., University of South Alabama*

**Worawan White**, Assistant Professor (2011)

*B.S.N., Mahidol University, Thailand, M.S.N., Ph.D. University of Alabama*

**Karen Young**, Assistant Professor (2007)

*B.S.N., East Central University, M.S.N., University of South Alabama*

Academy of Teaching Excellence

## Payroll

**Gean Ann Emond**, Vice President

**Margaret Libbey**, Director (1993)

*B.S., Florida State University*

**Sandra Buck**, Accounting Specialist

**Pat Duncan**, Accounting Specialist

**Ardy Wright**, Senior Accounting Clerk

## Performing Arts

**Brenda Kelly**, Dean

**Don Snowden**, District Department Head (1987)

*B.M.E., Livingston University, M.M.Ed., University of Southern Mississippi*

**Kelly Ryan**, Administrative Assistant

**Xiaolun Chen**, Professor (1998)

*B.A., The Central Conservatory of Music, Beijing, China, M.M., Eastman School of Music, University of Rochester*

**Robert Gandrup**, Technical Director (2001)

*B.F.A., University of Texas at El Paso*

**Richard Jernigan**, Professor (1993)

*A.A., Pensacola Junior College, B.A., University of West Florida, M.M., Louisiana State University*

Academy of Teaching Excellence

**Rhoda Moya**, Office Assistant

**Joe W. Stallings**, Professor (1988)

*B.S., M.M., Western Kentucky University, D.M.A., Arizona State University*

Academy of Teaching Excellence

**Rodney Whatley**, Assistant Professor (2005)

*B.F.A., University of Montevallo, M.F.A., Lindenwood University, Ph.D., Florida State University*

## Physical Sciences

**Frances Duncan**, Dean

**Edwin W. Stout**, District Department Head, Professor (1974)

*B.S., University of New Orleans, Ph.D., Florida State University*

**Kim LaFlamme**, Administrative Assistant

**Hikmat BC**, Assistant Professor (2012)

*M.S., Tribhuvan University, M.S., Ph.D., New Mexico State University*

**Shannon Davis**, Assistant Professor (2012)

*B.S., Georgia Southern, Ph.D., University of Florida*

**Lois A. Dixon**, Professor (1988)

*A.A., Pensacola Junior College, B.S., University of West Florida, M.A., Duke University, Ph.D., University of Florida*

**Kenith Exum**, Interim Professor (2008)

*B.S., M.A., University of Alabama, M.Ed., University of Florida, Ed.D., University of Southern Mississippi*

**Daniel Thor Garber**, Professor (2001)

*A.A., B.S., M.S., University of Florida*

Academy of Teaching Excellence

**Timothy L. Hathway**, Assistant Professor (2009)

*B.S., Bradley University, M.S., Ph.D., Iowa State University*

**Darrell A. Kelly**, Science Lab Specialist (2008)

*B.S., Florida State University, Ph.D., University of New Orleans*

**Bobby J. Roberson**, Professor (2006)

*B.S., M.S., Ph.D., Auburn University*

Outstanding New Faculty (2007)

Academy of Teaching Excellence

**Kathleen Shelton-Lowe**, Professor (1989)

*B.A., University of Texas, M.S., East Texas State University*

Academy of Teaching Excellence

**John W. Wooten**, Professor (1974)

*B.S., M.Ed., Ed.D., University of Florida*

Academy of Teaching Excellence

## Plant Operations

**Walt Winter**, Director, Physical Plant and Energy Education (2002)

*A.A., Pensacola Junior College, B.S., University of West Florida*

**Cathy Wassmer**, Senior Administrative Assistant

**Bob Long**, Environmental Management Supervisor

**Malcolm Nelson Jr.**, Maintenance Computer Operator

**Veronica Turner**, Office Assistant

**Rodney Weddington**, Senior Storekeeper

## Professional Service Careers

**Dan Busse**, Dean

**Roy Bracken**, Acting District Department Head (2011)

*B.F.A., University of South Alabama, M.A., University of West Florida*

Academy of Teaching Excellence

**Vacant**, Administrative Assistant



**Janice Howard**, Cosmetology Technician  
**Alba (Ann) Coon**, Instructor (2012)  
**Jacquelyn Knudsen**, Associate Professor (1988)  
*A.A., A.S., Pensacola Junior College, A.S., La Salle University*  
**Sonja McCall-Strehlow**, Assistant Professor (2007)  
*Certified Florida Therapeutic Massage School, Licensed Massage Therapist, A.S., Jefferson Davis Community College*  
**Sharon Richards**, Associate Professor (2004)  
*A.A., A.S., Pensacola Junior College, B.A., University of West Florida*  
**L.B. “Sandy” Southerland**, Professor (1989)  
*A.A., Pensacola Junior College, A.O.S., Culinary Institute of America, B.S., Florida International University, M.B.A., University of West Florida*  
 Academy of Teaching Excellence  
**Jan Vantrease**, Culinary Technician

## Public Safety

**Hank Shirah**, Chief/Director (2009)  
**Jawanna Williams**, Administrative Assistant  
**Shane Brannock**, College Police Officer/School Resource Officer  
**Wallace Carter**, College Police Officer  
**Wendy Cox**, Service Officer/Dispatcher  
**Fred Pack**, Service Officer/Dispatcher  
**Verlinda Poindexter**, Office Assistant  
**Rodney Rani**, College Police Officer  
**Marshall Riley**, College Police Officer  
**Peggy Smith**, Assistant Director  
**Kent Spencer**, Coordinator  
**James Wilburn**, College Police Officer

## Purchasing and Auxiliary Services

**Gean Ann Emond**, Vice President  
**Cassie Boatwright**, Director (2012)  
*B.S., University of West Florida, M.S. University of West Florida*  
**Renee Jenkins-Hosea**, Administrative Assistant  
**Warren Bradley**, Senior Shipment Handler  
**John Burdette**, Courier  
**Renee Cartwright**, Courier  
**Thomas Good**, Courier  
**Todd Harrington**, Purchasing Coordinator (1988)  
*B.A., University of Florida*  
**Robert Seay**, Central Services Supervisor  
**Emily Weddington**, Purchasing Specialist

## South Santa Rosa Center

**Erin Spicer**, Vice President  
**Michelle Horton**, Director (2006)  
*B.S., M.S.A., University of West Florida*  
**Sherry DelCastillo**, Administrative Assistant  
**Patrice Friant**, Student Services Specialist  
**T.J. Gray**, Administrative Assistant  
**Tommy Hooks**, Physical Plant Specialist  
**Carol O’Hara**, Administrative Assistant  
**Charito Lyster**, Administrative Assistant

## Staff and Program Development

**Tammy Henderson**, Director, Human Resources  
**Juanita Scott**, Director (2005)  
*A.A., Community College of Baltimore County, B.A., Faulkner University, M.A., University of West Florida*

**Renay Pierre-Robinson**, Administrative Assistant

## Student Affairs

**Thomas J. Gilliam, Jr.**, Vice President and General Counsel (2010)  
*B.S.B.A., University of West Florida, J.D., Mississippi College*  
**Stacy Ball**, Senior Executive Assistant  
**Samantha Hill**, Director of Operations (2007)  
*B.A., University of West Florida, M.Ed., University of West Florida*

## Student Job Services

**Dan Busse**, Dean  
**Gill Bixel**, Director (1977)  
*A.A., Okaloosa-Walton Junior College, B.A., University of West Florida*  
**Beverley Hutching**, Administrative Assistant

## Student Life

**Thomas J. Gilliam, Jr.**, Vice President, Student Affairs  
**Vacant**, Director  
**Vacant**, Administrative Assistant

## Student Resource Center for ADA Services

**Thomas J. Gilliam, Jr.**, Vice President  
**Rebecca Adkins**, Director (1993)  
*A.A., Pensacola Junior College, B.A., University of West Florida, M.A., University of Colorado, M.A., University of Illinois*

## Student Support Services

**Thomas J. Gilliam, Jr.**, Vice President  
**Rachelle Burns**, Director (2005)  
*B.A., Fairfield University, M.A., Reformed Theological Seminary*  
**Penny Taylor**, Administrative Assistant  
**James Blackwell**, Coordinator, Transfer Services (2007)  
*B.S., University of West Florida, M.Ed., University of Southern Mississippi*  
**Randall Broxton**, Learning Lab Supervisor (1995)  
*B.S., University of South Alabama, M.S., Troy State University*  
 Academy of Teaching Excellence  
**Pamela Justice**, Coordinator, Student Services (1984)  
*A.A., Pensacola Junior College, B.A., M.A., University of West Florida*

## Testing and Assessment

**Thomas J. Gilliam, Jr.**, Vice President, Student Affairs  
**Kathryn Quillen**, Director (2001)  
*B.A., University of the South, M.S., Indiana University*  
**Kathy Geyer**, Administrative Assistant  
**Jane Duke**, Senior Test Technician  
**Debra Mowery**, Test Technician

## Title III

**Erin Spicer**, Vice President  
**Stephanie Harmon**, Administrative Assistant  
**Richard Carr**, Activities Director (2011)  
*A.A., Pensacola Junior College, B.A., M.A., University of West Florida*

**Patricia Farley**, Instructional Technologist (2010)  
*B.S., M.S., University of West Florida*

## Veterans Upward Bound Project

**Thomas J. Gilliam, Jr.**, Vice President, Student Affairs  
**Mark Nisbett** Project Director (2011)  
*A.A., Central Texas College, B.S., Southern Illinois University, M.S., Troy State University*  
**Nikkol Wymer**, Administrative Assistant  
**Keith Wise**, Academic Coordinator (2011)  
*B.S.Ed., Eastern Illinois University, M.S.S.M., University of Southern California*

## Visual Arts

**Brenda Kelly**, Dean  
**Krist Lien**, District Department Head (2006)  
*B.F.A., Auburn University, M.F.A., University of Alabama*  
**Kathy Brower**, Administrative Assistant

**Cynthia App**, Associate Professor (2002)  
*B.A., University of Michigan, M.A., Michigan State University, Ph.D., Indiana University*  
**Michael F. Boles**, Professor (1980)  
*B.S., M.F.A., Sam Houston State University*  
**William R. Clover**, Professor (1966)  
*A.A., Santa Monica City College, B.A., Long Beach State College, M.F.A., Cranbrook Academy of Art*  
**Mark Francis**, Associate Professor (2001)  
*A.A., Pensacola Junior College, B.S., Florida Agricultural and Mechanical University, M.F.A., Savannah College of Art and Design*  
**David S. Hinds**, Professor (1983)  
*B.F.A., Edinboro State College, M.Ed., Bowling Green State University*  
**Mark Hopkins**, Instructor (2004)  
*B.A., M.A., Camberwell College of Arts-London*  
**Kristen Regan**, Instructor (2008)  
*A.A.S., Pensacola Junior College, B.F.A., School of Visual Arts, NY, M.F.A., Savannah College of Art and Design*  
**Patricia Reppenhagen**, Professor (1993)  
*B.S., M.F.A., Portland State University, B.S., Wayne State University*  
**Patrick M. Rowe**, Professor (1983)  
*B.A., Florida-Atlantic University, M.A., Ph.D., Florida State University*  
**Spiros Zachos**, Graphics Specialist (1998)  
*A.A.S., Sage Junior College*

## Warrington Campus

**Erin Spicer**, Vice President  
**Frances Duncan**, Dean, Warrington Campus, Professor (1992)  
*B.S., Middle Tennessee State University, M.A., Central Michigan University*  
 Outstanding New Faculty (1994)  
 Academy of Teaching Excellence  
**Lisa Payne**, Executive Assistant  
**Inger Barnes**, Director, Health Profession Opportunity Grant (2011)  
*B.A., M.A., Troy University*  
**Anita Bronson**, Case Manager, Health Profession Opportunity Grant (2011)

*B.A., University of West Florida*  
**Harold Conklin**, Computer Lab Technician  
**Monica Duff**, Test Technician  
**Phyllis Evans**, Administrative Assistant  
**Edith Finley**, Coordinator, Student Leadership and Activities (1987)  
*A.A., Pensacola Junior College, B.S., M.S.M., Troy State University*  
**Judy Floyd**, Director, Student Services (1988)  
*B.S., University of Arkansas, M.S., University of New York, Ph.D., University of Alabama*  
**Jesse Hamilton**, Office Assistant, Student Services  
**Albert Huffman**, Professor/Counselor (1992)  
*B.A., University of West Florida, M.S., Troy State University*  
**Pamila Johnston**, Administrative Assistant, Health Profession Opportunity Grant  
**Thomas Kuklish**, Coordinator, Academic Computing (1998)  
*B.A., Hofstra University, M.A., Webster University*  
**Thomas Kurant**, Campus Facilities Supervisor, Warrington  
**Amelia Lagergren**, Training Coordinator, Health Profession Opportunity Grant (2011)  
*B.S., Livingston University*  
**Sandy Moore**, Supervisor, Health Sciences Learning Center (2010)  
**Annette Orangio**, Patient Simulation Specialist (2006)  
*B.A., Nova Southeastern University, M.S.N., Florida Atlantic University*  
**Paul Owens**, Maintenance Specialist, Warrington (HVAC)  
**Jennifer Ponson**, Coordinator, Student and Program Outreach (1990)  
*A.S., C.D.A., Pensacola Junior College, B.S., University of West Florida*  
**Dawn Rockey**, Family Services Coordinator, Health Profession Opportunity Grant (2011)  
*B.S., Wofford College, M.Ed., The Citadel*  
**Marta Suarez-O'Connor**, Education Director, Mary Ekdahl Smart, Patient Simulation Training Center (2003)  
*B.S.N., M.S.N., University of Miami*  
**Eugenia Taylor**, Health Admissions Specialist

## Workforce and Economic Development

**Dan Busse**, Dean  
**Ruth Turner-McKinon**, Coordinator (2008)  
*B.A., Southern Illinois University*  
**Rebecca Garber**, Administrative Assistant

## Workforce Education and Vocational Support

**Erin Spicer**, Vice President  
**Dan Busse**, Dean, Workforce Education and Vocational Support (2012)  
*B.S., Eastern Illinois University, M.Ed., University of New Orleans, Administrative Certification, University of West Florida*  
**Lois Stallworth**, Senior Administrative Assistant

## WSRE -TV

**Sandra C. Ray**, Executive Director Kugelman Center for Telecommunications; Associate Director of Government Relations (1995)

*A.A., Miami-Dade Community College, B.S., Florida State University, M.S., Troy State University*

**Susan Payne**, Senior Administrative Assistant

**Tracey Burgess**, Coordinator, Digital and Graphics Design (2003)  
*A.A., Pensacola Junior College*

**Frank Burton**, Associate Producer/Assistant Manager, Program Operations (2004)

*A.S., Faulkner State University, B.S., Auburn University, B.S., University of West Florida*

**Eric Fundin**, Director, Station Operations (2008)

*A.A., Mercer County Community College, A.B., University of Alabama*

**Herb Gilbert**, Assistant Director, Engineering and Operations (1997)

**Bill Harrell**, Manager, Project Development (2005)

*B.A., University of Mississippi, M.A., University of West Florida*

**Darrel Harrison**, Director, Engineering/Broadcast Operations (2003)

*Certificate in Electronics Technology, Southwest State Technical College*

**Jill Hubbs**, Director, Educational Content and Services (1996)  
*A.A., Pensacola Junior College, B.A., University of West Florida*

**Carl Jakim**, Operations Specialist

**Edward King**, Associate Producer/Director (2008)

*A.A., Pensacola Junior College, B.A., University of West Florida*

**Donna Lymons**, Operations Specialist

**Robin McArthur**, Manager, Marketing and Station Promotions/Ascertainment (2002)

*A.A., Pensacola Junior College, B.S., University of West Florida*

**Ann McGuire**, Accounting Specialist

**Deanna Moretz**, Administrative Assistant

**Karen Pope**, Director, Business and Administration (2003)

*B.S., University of Alabama, M.Acc., University of West Florida*

**James Roy**, Television Producer/Director (2008)

*B.A., University of West Florida*

**Michael Rowan**, Senior Television Producer/Director (2007)

*B.A., George Mason University*

**Janie Stewart**, Manager, Business and Community Partnerships/Special Events

## FACULTY EMERITI

**William Y. Bennett** (1995)

Faculty Emeritus in Biological Sciences

*B.S. Ed., M.Ed., University of Florida*

Academy of Teaching Excellence

**Elizabeth Cauley** (1998)

Faculty Emerita in Mathematics

*B.S. University of Montevallo, M.Ed. University of North Carolina,*

*Ed.D., Nova University*

**James E. Desmond** (1994)

Faculty Emeritus in Mathematics

*B.S., M.S., Florida State University*

(deceased)

**Robert M. Kleinman** (1996)

Faculty Emeritus in Philosophy

*B.A., New York University, B.A., Pennsylvania State University,*

*M.A., Ph.D., Columbia University*

Academy of Teaching Excellence

**Winifred McManus** (1994)

Faculty Emerita in English

*B.A., Huntingdon College, M.A. Arizona State University*

Academy of Teaching Excellence

**Martha M. Nez** (1995)

Faculty Emerita in Biological Sciences

*B.S., Birmingham Southern College, M.S. Vanderbilt University,*

*Ph.D., Florida State University*

**Louis A. Ross** (1996)

Faculty Emeritus in Social Sciences

*B.A., M.A., Florida State University*

**Louise L. Teagle** (1994)

Faculty Emerita in Secondary Education

*B.A. Huntingdon College*

## 2011-2012 ACADEMY OF TEACHING EXCELLENCE

The Academy of Teaching Excellence was established in 1986 by Dr. Charles Atwell during his tenure as the Executive Vice President. The Academy recognizes outstanding faculty who have exhibited sustained excellence in teaching. Each year several full-time and one adjunct faculty are inducted into the Academy.



**MARY BENSON**  
Associate Professor  
Mathematics



**SHIRLAURA BREMER**  
Instructor  
Collegiate High



**SHEILA PETERSON**  
Professor  
Allied Health



**KATHLEEN SHELTON-LOWE**  
Professor  
Physical Sciences



**HELEN STERN**  
Adjunct Instructor  
Engineering Technology

## OUTSTANDING NEW FACULTY MEMBER

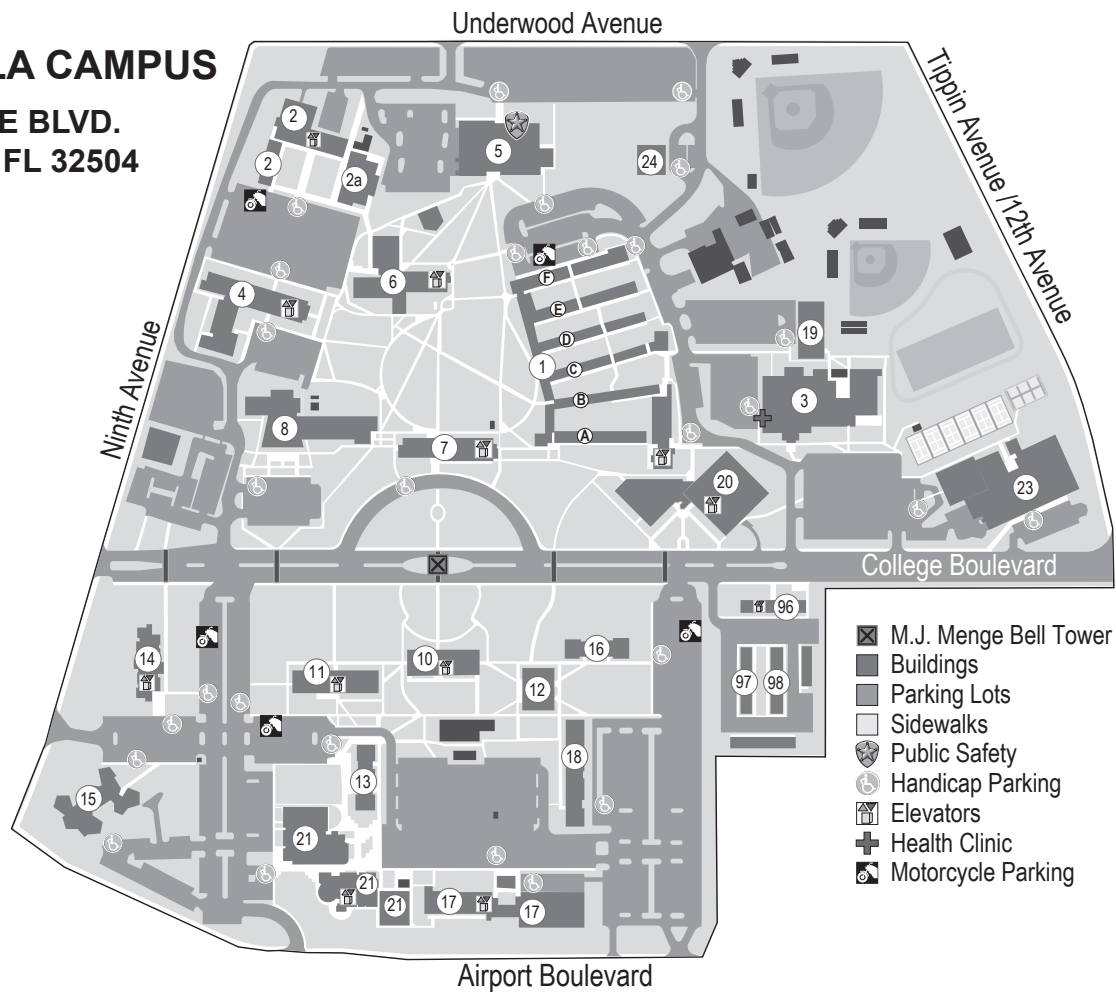
Beginning in 1994, the Academy began honoring one outstanding new faculty member.



**JOHN HOLDER**  
Instructor  
History, Languages & Social Sciences

# PENSACOLA CAMPUS

1000 COLLEGE BLVD.  
PENSACOLA, FL 32504  
(850) 484-1000



## 1 Baars Building

Wing A: Rooms 100-107  
Wing B: Rooms 111-119  
Wing C: Rooms 120-125  
Wing D: Rooms 131-137  
Wing E: Rooms 140-149  
Wing F: Rooms 41-45  
Mathematics Department: Room 40  
1st Floor: L.I.F.E. Center, Room 108  
2nd Floor: Adult Basic Education

## 2 Registration Center

Cashier  
Financial Aid  
Registrar and Admissions  
New Student Services/Dual Enrollment  
College Recruiting

## 2a Hagler Auditorium

## 3 Lou Ross Center

Hartsell Arena  
Health Clinic  
Swimming Pool

## 4 Allen Liberal Arts Building

## 5 G. Thomas Delaino Student Center

Public Safety (*including photo IDs and parking decals*)  
Student Leadership and Activities  
Center for Advising and Career Services  
Culinary Arts Department  
Subway  
Bookstore

## 6 Student Affairs

Educational Talent Search (TRIO)  
(*and the related tutoring lab*)  
Veteran's Upward Bound (TRIO)  
Educational Opportunity Center (TRIO)  
Student Support Services (TRIO)  
(*and the related tutoring lab*)  
Testing Center  
Student Resource Center  
for ADA Services  
Career and Technical Education  
Student Job Services  
Student Veterans' Lounge  
The Veteran Affairs Office (*opening soon*)

## 7 Barfield Administration Building

## 8 Ashmore Fine Arts Center

Auditorium

## 10 Business Building

## 11 Raymond B. & Leila Hobbs Center for Teaching Excellence and Collegiate High School

## 12 Cosmetology

## 13 Information Technology Services

## 14 William D. & Mary Ellen Spears Behavioral Sciences Building

## 15 Anna Lamar Switzer Center for Visual Arts

## 16 Management Information Systems

## 17 Baroco Center for Science & Technology (East)

Pensacola State College Foundation  
Computer Science Department  
Biological Sciences Department  
Division of Technology  
& Professional Studies

## 18 Mechanical Technology Lab

## 19 Gymnasium

## 20 Edward M. Chadbourne Library

Distance Learning  
Coffee Shop

## 21 Baroco Center for Science & Technology (West)

Academic Computing Center  
Planetarium

## 23 Kugelman Center for Telecommunications

WSRE-TV  
Jean & Paul Amos Performance Studio

## 24 Childcare Center

## 96 College Center

Continuing Education  
Staff and Professional Development

## 97 Physical Sciences Building

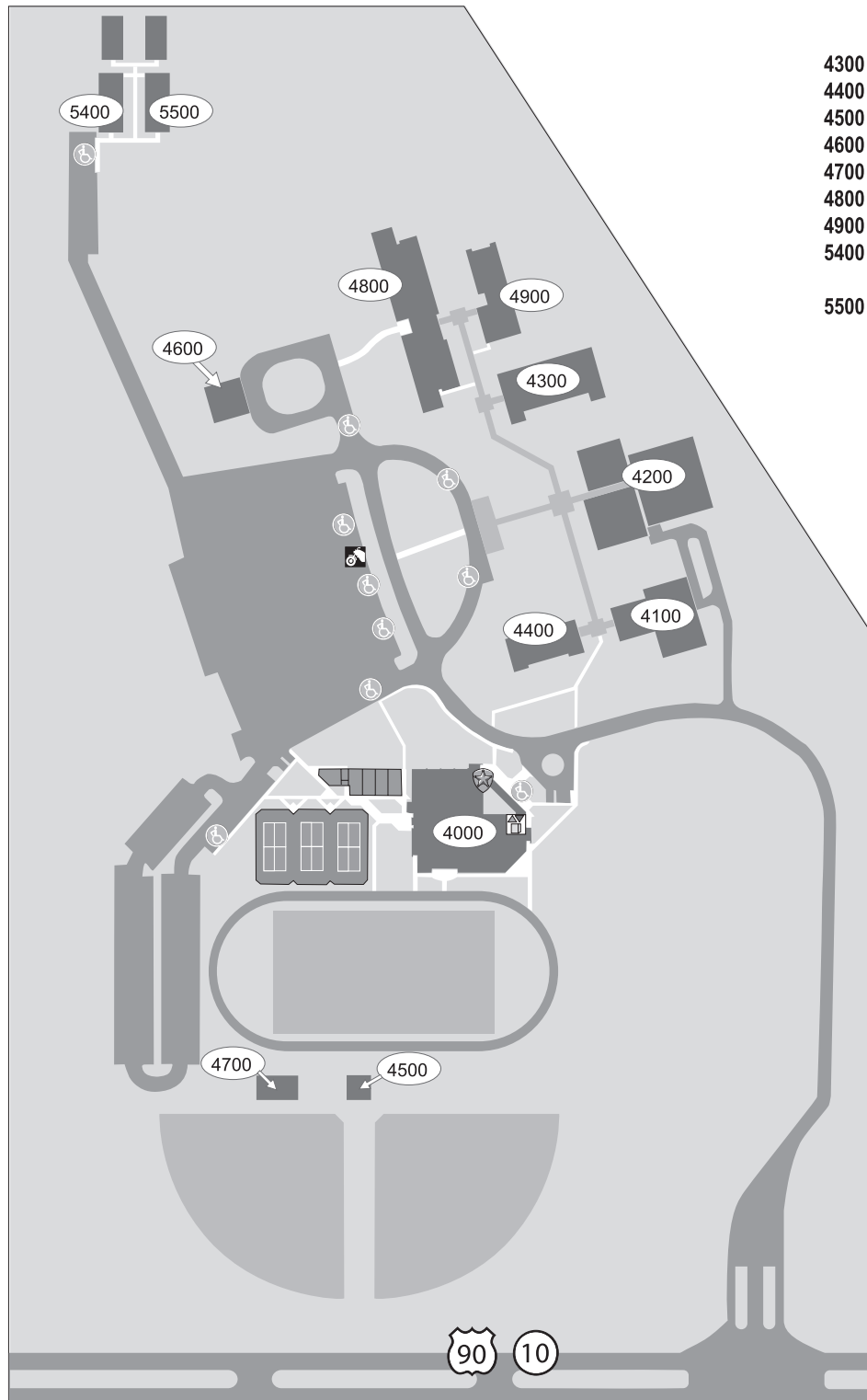
## 98 P.A.C.E. Center for Girls

\* Garrett T. Wiggins Student Complex consists of Buildings 2, 5 and 6

# MILTON CAMPUS

5988 HIGHWAY 90  
MILTON, FL 32583  
(850) 484-4400

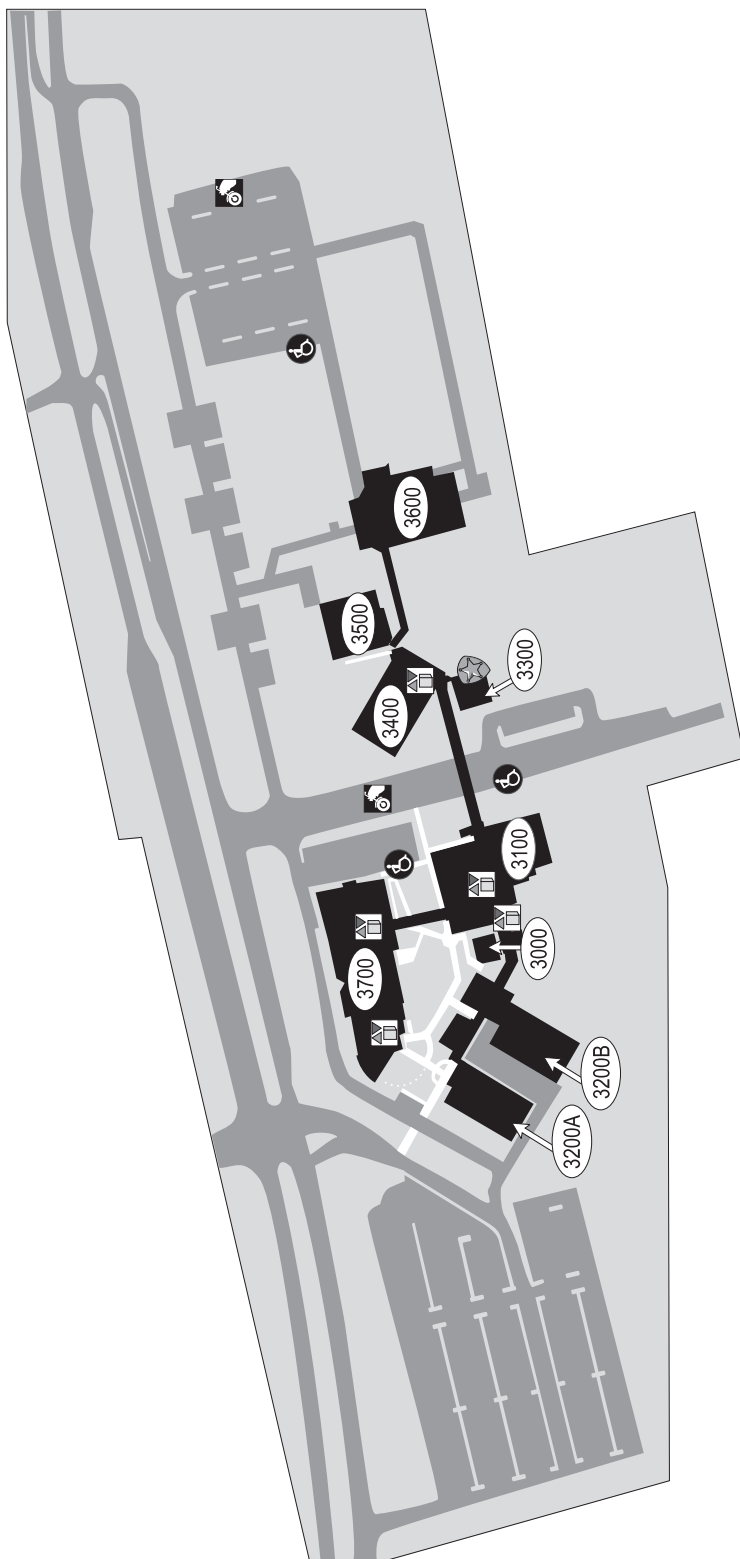
- 4000 L.I.F.E. Center/Sports Complex  
Classrooms  
Campus Police
- 4100 Library  
Classrooms  
EOC
- 4200 Massey Administration  
Student Services  
Academic Programs  
Cashier
- 4300 Classrooms/Cosmetology
- 4400 Classrooms/Computer Center
- 4500 Restrooms
- 4600 Maintenance
- 4700 Classrooms
- 4800 Classrooms
- 4900 Community Room
- 5400 Pensacola State College/  
University of Florida Greenhouse
- 5500 Pensacola State College/  
University of Florida Greenhouse



- Buildings
- Parking Lots
- Sidewalks
- Covered Sidewalk
- 👮 Campus Police
- ♿ Handicap Parking
- 🏠 Elevator
- 🏍️ Motorcycle Parking

# WARRINGTON CAMPUS

5555 W. HIGHWAY 98  
PENSACOLA, FL 32507  
(850) 484-2200

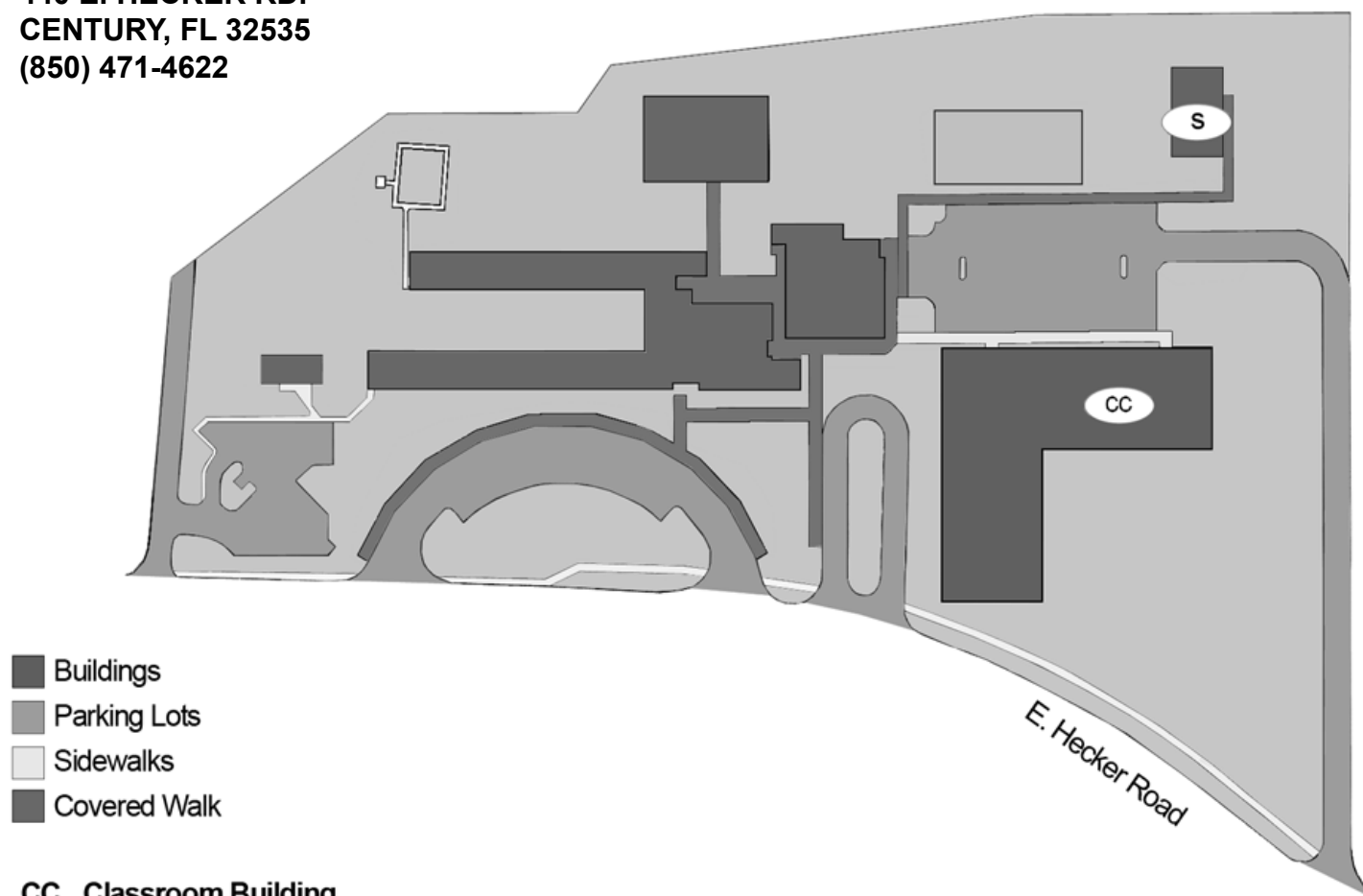


- Buildings
- Parking Lots
- Sidewalks
- Covered Sidewalk
- Campus Police
- Handicap Parking
- Elevator
- Motorcycle Parking

- 3000 Auditorium
- 3100 Simon William Boyd Health Related Education Building
- 3200A Veterinary Technology
- 3200B Fitness Center
- 3300 Campus Police
- 3400 John T. Venetozzi Arts & Sciences Building
- 3500 Library
- 3600 T. Felton Harrison Student Affairs Building
- 3700 Charles A. Atwell Health Sciences Complex
- Mary Ekdahl Smart Center for Patient Simulation Training and Research
- D.W. McMillan Auditorium

# CENTURY CENTER

440 E. HECKER RD.  
CENTURY, FL 32535  
(850) 471-4622



- Buildings
- Parking Lots
- Sidewalks
- Covered Walk

## CC Classroom Building

Administration  
Classrooms

## S Storage Building



SOUTH SANTA ROSA CENTER

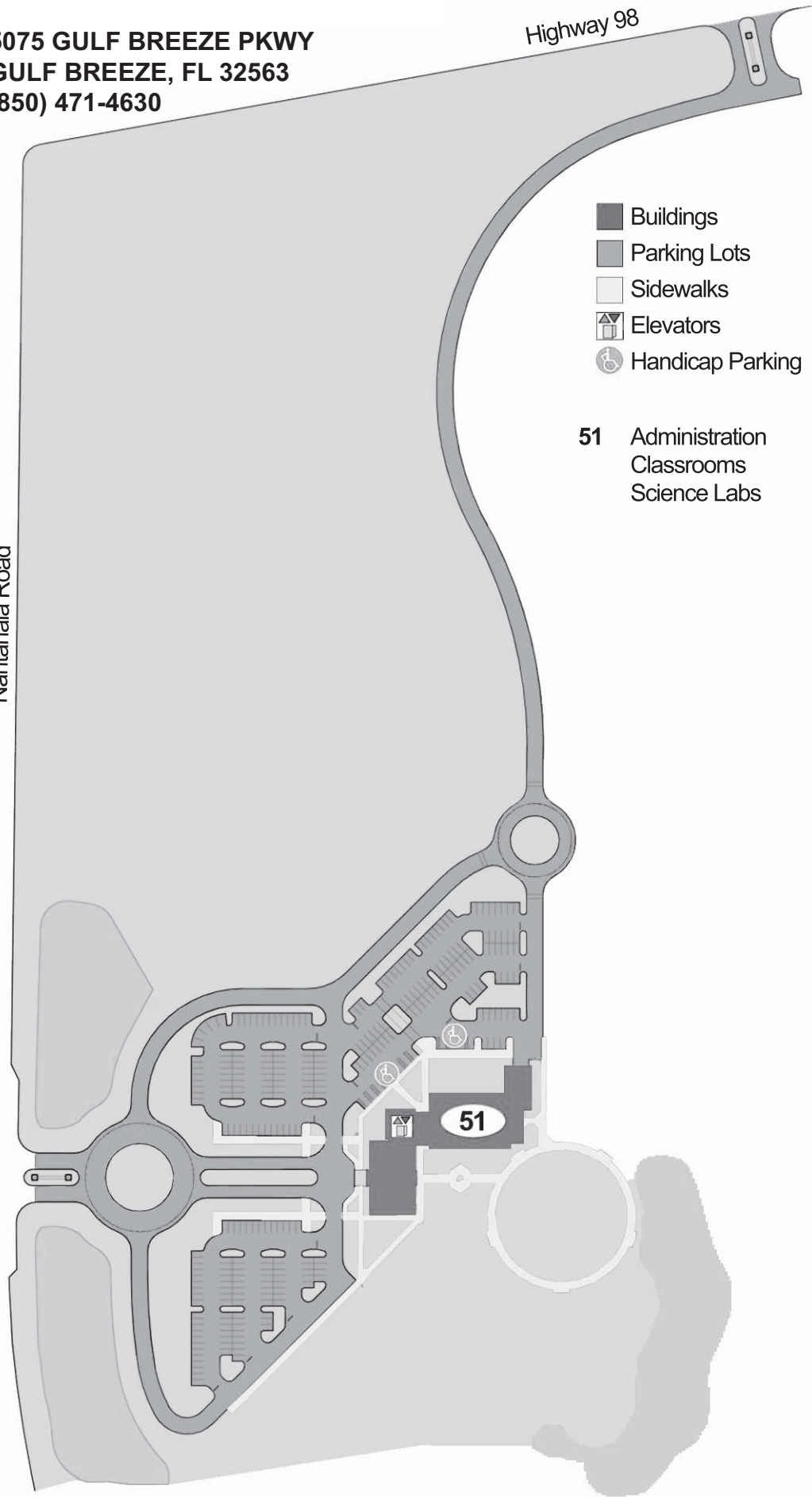
5075 GULF BREEZE PKWY  
GULF BREEZE, FL 32563  
(850) 471-4630

Highway 98

Nantahala Road

- Buildings
- Parking Lots
- Sidewalks
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51 Administration  
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**Pensacola State College Directory**  
(All numbers are in the 850 area code.)

Century Center 471-4622  
Downtown Center 484-1374  
Milton Campus 484-4400  
Pensacola Campus 484-1000  
South Santa Rosa Center 471-4630  
Warrington Campus 484-2200

Academic Affairs	484-1706	English/Communications	484-1400
Academic Computing Center		Enrollment Services	484-2077
Milton	484-4468	Financial Aid	
Pensacola	484-1172	Milton	484-4410
Warrington	484-2322	Pensacola	484-1680
Admissions		Warrington	484-2349
Milton	484-4410	Help Desk	471-4534
Pensacola	484-1600	History/Languages/Social Sciences	484-1425
Warrington	484-2270	Information Technology	484-1173
Adult Education	484-2120	Library	
Advising		Milton	484-4450
Milton	484-4410	Pensacola	484-2002
Pensacola	484-1630	Warrington	484-2252
Warrington	484-2270	Math Lab	484-2003
Allied Health	484-2308	Mathematics	484-1125
Athletics	484-1304	Nursing	484-2254
BAS Administration & Supervision	484-2505	Performing Arts	484-1800
BSN	484-2253	Physical Sciences	484-1189
Biological Sciences	484-1167	Reading Lab	484-1451
Bookstore		Registration	
Milton	484-4445	Milton	484-4410
Pensacola	484-1515	Pensacola	484-1601
Warrington	484-2233	Warrington	484-2270
Business	484-2505	Student Affairs	484-1500
Business Affairs	484-1722	Student Activities	
Career and Technical Education	484-2163	Milton	484-4491
Collegiate High School	484-2132	Pensacola	484-1503
Computer Science	484-2522	Warrington	484-2235
CORSAIR	484-1458		
Cosmetic Arts	484-1013	Swimming Pool	484-1311
Culinary & Hospitality Management	484-1013	Testing	
Dean		Milton	484-4410
Baccalaureate Studies and		Pensacola	484-1656
Academic Support	484-1764	Warrington	484-2309
General Studies	471-4627	Tutoring	484-1186
Milton Campus	484-4463	Veteran Services	484-1670
Warrington Campus	484-2232	Veterans Upward Bound	484-2068
Workforce Education	484-1158	Veterinary Technology	484-1167
Developmental Studies	484-1186	Visual Arts	484-2564
Dual Enrollment	484-1406	Vocational Rehabilitation	484-1660
Education	484-2073	Workforce Education	484-2522
Engineering Technology	484-2522	Writing Lab	484-1451